

Town of Wallingford

Purchasing/Bidding Policy

POLICY OBJECTIVES

1. The Town's policy regarding purchasing is quite simple and straightforward – the Town *“shall seek to obtain quality goods and services for the lowest possible cost”*.

To achieve the objectives set forth in the above-noted policy, one must do some research in reference to the quality side of the equation and then seek out the most competitive price. On the latter issue, (competitive pricing), it is recommended that town employees utilize the following guidelines:

- a. Small Items (\$0 to \$499.99) - should endeavor to find the most reasonable price possible.
- b. Moderate Cost Items (\$500 to \$4,999.99) – solicit written quotes (minimum two, preferably three) from the supplier or contractor. These items require Selectboard approval.
- c. Big Ticket Items (\$5,000 and up) – solicit formal sealed bids with a “public” bid opening. These items require Selectboard approval. The Selectboard may waive the bid process when they deem it to be in the best interest of the Town.

PURCHASING AND BIDDING PROCEDURES

A major purchase (\$5,000 and up) shall require a formal bid process. A request for proposal for the article or services required shall be advertised as an invitation to bid at least once in a newspaper of general circulation in Rutland.

The invitation to bid shall include the following:

- a. The location, time and place for receiving and opening of sealed bids.
- b. Information on how to obtain bid specifications and bid forms or requests for proposal.
- c. A description of the supplies, materials, equipment or services for which bids are to be received.
- d. The right of the Town of Wallingford to reject any and all bids if such action is deemed in the best interest of the Town.
- e. An outline where appropriate of the insurance requirements of the Town in order to limit the Town's risk.

Such bids shall be publicly opened not less than 10 days following the date of the first advertisement, at the time and date specified in the published notice. The Selectboard shall award contracts for major purchases, and the date advertised shall be the next meeting of the Selectboard after the 10-day period.

The purchase of professional services shall be exempt from the formal bid process, however, will require Selectboard approval if the cost exceeds \$500 on an annual basis. It is recognized that proposals for professional services, including but not limited to, legal counsel, insurance, and cleaning services are difficult to compare and that weight must be given to many considerations other than price. The Selectboard may approve a sole source vendor for professional services or regular purchases, i.e. fuel, sand, service contracts. The Selectboard should review all contracts during budget review each year.

EMERGENCY SITUATIONS

In the event of an emergency, all work and purchases may be contracted without following this bid procedure. An emergency situation shall be defined as one, which threatens the lives or health of the people, the property of the Town, or its citizens of the Town.

Approved by the Wallingford Selectboard on November 4, 2002.