

PURCHASING POLICY FOR THE GENERAL GOVERNMENT OF SALEM

PURPOSE:

The intent of this policy is to provide a written guide and uniform standard of purchasing practices for the Town of Salem.

PURCHASING OBJECTIVES:

- To procure materials, supplies, equipment, public improvements, and services at the lowest cost consistent with the quality and service rendered.
- To conduct purchasing without regard to political affiliation, race, sex, age, religion, national origin, or disability.

PURCHASE ORDERS:

All purchases over \$500.00 dollars shall be supported by a purchase order prior to purchase, signed by the issuing department head and the First Selectman and/or his/her designee. Oral approval may be given in urgent situations but shall be followed by a written purchase order. Major purchases shall not be divided into parts to circumvent the intent of this policy.

VERBAL AND WRITTEN QUOTES:

\$1,000 to \$2,500.

Individual purchases in amounts from \$1,000 to \$2,500 shall have quotes from at least two vendors. Written quotes are preferred. Fax and email copies are acceptable.

\$2,500 to \$10,000.

Individual purchases in amounts from \$2,500 to \$10,000 shall have written quotes from at least three vendors. Fax and email copies are acceptable.

\$10,000 to \$25,000.

Individual purchases in the amounts from \$10,000 to \$25,000 shall have written quotes from at least three qualified vendors. Qualification of vendors are determined solely by the First Selectman or his/her designee. Qualifications may include but are not limited to prior experience, substitution of products or services, manufacturer preference, or any other qualification that the First Selectman or her/his designee deem pertinent.

\$25,000 and Above.

Individual purchase or contracts expected to exceed \$25,000 shall be advertised in a newspaper with regional circulation and at the State of Connecticut Department of Administrative Services website, a minimum of 14 calendar days before the bid or proposal is due. This is to be done by means of a formal "Invitation to Bid" or "Request for Proposal."

CDAS website: www.das.state.ct.us/Purchase/Portal/Portal_Home.asp

An appropriate fee may be charged for a copy of plans and specifications, said fee or portion thereof to be refunded upon return of the plans and specifications within the designated period.

A bid bond equal to 5% of the bid and a 100% performance bond shall be posted for all contracts in excess of \$25,000, other than commodities, in a manner acceptable to the First Selectman or her/his designee.

AWARDING OF CONTRACTS:

The First Selectman is authorized to award contracts up to \$10,000. The Board of Selectmen is authorized to award contracts over \$10,000, subject to limits set in the Town Charter.

SIGNING OF PURCHASE ORDERS OR CONTRACTS:

The First Selectman is authorized to sign all contracts approved under the appropriate procedure stipulated herein. Under an existing contract, any change order which increases the contract amount shall be subject to prior approval by the First Selectman.

REJECTION OF BIDS:

The person having the authority to award may reject any and all bids, part of all bids, to make no award and to make awards in any manner that is most beneficial to the Town.

REGIONAL OR STATE AGENCY BIDS:

Individual purchases made through or on the basis of regional or state agency bids shall be considered as having satisfied the requirements of this policy.

EXEMPTION FROM BIDS:

An individual purchase may be made or contract awarded for a supply, service, or construction item without a competitive bid when it is determined that there is only one source for the required supply, service or construction item. Such determination shall be made after appropriate investigation by the First Selectman.

PROFESSIONAL SERVICE CONTRACTS:

Contracts for professional services (legal, engineering, accounting, etc.) shall not be governed by these regulations, but every effort shall be made to secure well-qualified professionals at the best terms possible for the Town.

EMERGENCIES:

In case of emergency the First Selectman, or the Board of Selectmen, in the best interest of the Town, may waive the procedures outlined herein. Emergency situations shall be those in which the operation of a department would be seriously hampered; or in which life or property may be endangered, or in which the health and welfare of the general public is threatened.

BOARD OF EDUCATION:

Separate purchasing policies are established by the Board of Education.

CONFLICT WITH CHARTER OR STATE LAW:

In the event of any conflict, the Charter of the Town of Salem and/or the Connecticut General Statutes shall supersede this policy.

ADOPTION/EFFECTIVE DATE:

This policy is effective August 5, 2009 and may be revised or amended from time to time by the Board of Selectmen as they deem necessary. This policy shall remain in effect until amended.

SAVING CLAUSE:

If any section or part of this purchasing policy shall be held invalid, such holding shall not affect the remainder of this purchasing policy.