

## Town of Townshend Goods and Services Purchase Policy

**Purpose.** The purpose of this policy is to create a process for purchasing goods and services that will increase efficiency, promote fairness, accountability and confidence and provide necessary supplies and services in a timely and cost-effective manner.

**Application.** This policy shall apply to all purchases of goods and services billable to the Town of Townshend, except where conditions of state or federal funds, or conditions of a grant, gift or bequest mandate otherwise.

### **I Definitions.**

*A. Major purchases* are those purchases of goods or services in an amount of \$1,000.00 or more.

*B. Regular purchases* are those purchases of goods and services in an amount of at least \$100.00, but less than \$1,000.00.

*C. Incidental purchases* are those purchases of goods and services in an amount of less than \$100.00.

*D. Sole source vendor* is a vendor pre-approved by the Selectboard to provide certain goods and services for the Municipality.

*E. Emergency purchases* are those urgent purchases of goods and services which are required to protect public health, safety and welfare, or maintain critically-needed municipally-owned assets, or make repair to infrastructure.

### **IV General Procedures for all purchases.**

1. Effective July 1, 2014, all Major purchases, Regular purchases and Incidental purchases of goods and services billable to the Town will require that a Purchase Order Number be assigned in advance.

2. The Selectboard's administrative assistant shall be authorized to issue all purchase order numbers.

3. The Townshend Public Library, the Townshend Cemetery Commission and the Townshend Volunteer Fire Department shall be exempted from **this** Goods and Services Purchase Policy as long as purchases by these organizations are for the exclusive use of these organizations and are approved for payment by **the** governing authorities of these organizations.

4. A Purchase Order Number will be provided following completion of a signed and dated Purchase Requisition, that:

**a.** identifies the intended supplier of goods or services

**b.** describes the items to be purchased or services to be performed with applicable costs

- c. specifies the departmental account number to which the purchase is to be charged
- d. blanket purchase order numbers will be assigned to Sole Source Vendors

**Specific Procedures:**

**A. Major purchases require Selectboard approval prior to initiation of the formal bid process, which shall include:**

1. When possible, participation of at least three (3) qualified contractors or supply vendors in the bidding
2. The use of standard and accepted municipal bidding forms or RFPs
3. Direct notice of the bid or RFP to specific contractors or vendors may be made at the discretion of the Selectboard
4. Notice of the place and deadline for receipt of the sealed bids or RFPs
5. A description of the supplies, materials, equipment or services required and information on how to obtain more detailed specifications and bid or RFP forms
6. Information on insurance requirements for the bidder or proposer
7. A statement of the right of the Selectboard to reject any and all bids or RFPs if doing so is deemed in the best interest of the Town
8. Opening of all bids or RFPs in a Warned public meeting by the legislative body at a time not more than ten (10) days after the deadline for receipt of the bids or RFPs
9. The Highway Foreman may request an exemption from the formal bid process from the Selectboard at least one (1) week before an anticipated or scheduled major purchase.

**B. Regular Purchases shall document the reason for vendor selection as to price, quality, or timeliness of delivery and provide comparatives. Issuance of a Purchase Order Number may be delayed while comparisons, if not provided, are made.**

**C. Incidental Purchases may be made without a formal bid process or competitive solicitation by the Selectboard, Highway Foreman, Treasurer, Town Clerk, elected officials or authorized appointees and/or employees. Incidental purchases shall be made based upon need, cost, quality of goods or services, the best interests of the Town and should be made only after consideration of the impact on a department's annual budget. Notification to the Selectboard should be made if these expenses are anticipated to exceed the department's annual budgeted amount.**

**D. Sole Source Vendor. The Selectboard may approve a sole source vendor for regular or incidental purchases. Approval shall take into account general availability of the goods or services to be provided, the quality of the costs of the goods or services and the ability, capacity and skill of the vendor demonstrated under prior contracts with the Town.**

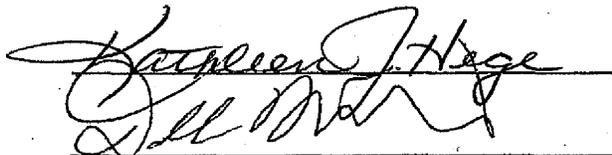
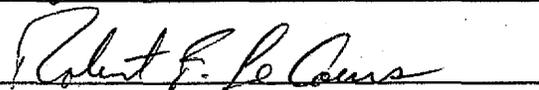
**E. Leasing of Equipment. The Selectboard shall approve in advance all leasing of equipment.**

**F. Purchase of Professional Services.** The purchase of professional services for the Municipality may be exempted from the formal bid process. Such services include, but are not limited to, legal counsel, insurance, engineering/architectural services and consulting services. The Selectboard shall purchase such services according to the best interests of the Town,

**G. Cooperative Purchasing.** The Town may enter into cooperative lease or purchase agreements for goods and services with other municipalities or organizations, at the discretion of the Selectboard.

**H. Emergency. Purchases.** When an emergency, as formally declared by the Selectboard, threatens the health, lives or properties of the residents of the Town, or the properties of the Town, the Selectboard, Health Officer, Highway Foreman, Fire Chief, Constables and Emergency Management Director shall have the authority to purchase emergency supplies and services while acting in the interests of the Town.

**ADOPTED:**

  
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