

## **TOWN OF SUFFIELD BID AND PURCHASE POLICY**

The Town of Suffield recognizes its obligation to deal fairly in its bidding and purchasing practices. The Town of Suffield and its employees will not knowingly extend favoritism to any vendor or contractor. Each order shall be placed on the basis of *Quality, Price and Delivery*. Past service of a favorable or unfavorable nature shall be a factor when other considerations are equal. Competitive bidding shall be practiced whenever feasible and to the advantage of the Town. This policy is in accordance with Section 807(E) of the Town of Suffield Charter and Special Acts.

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### Purchasing Requirements (Except for certain types of expenditures as stated below):

- \$2,500.00 value or less can be purchased at the discretion of the Authorized Person.
- Any purchase of goods or services greater than **\$1,000.00** requires a Purchase Order.
- Any purchase of goods or services greater than **\$2,500.00** requires the solicitation of three (3) verbal quotations.
- Any purchase of goods or services greater than **\$10,000.00** requires the solicitation of three (3) written quotations.
- Any purchase of goods or services greater than **\$15,000.00** requires Sealed Bids.

### Purchasing Requirements for construction or building projects, materials; maintenance work; vehicle or equipment purchases; and construction related professional services:

- \$10,000.00 value or less can be purchased at the discretion of the Authorized Person.
- Any purchase of goods or services greater than **\$1,000.00** requires a Purchase Order.
- Any purchase of goods or services greater than **\$10,000.00** requires the solicitation of three (3) written quotations.
- Any purchase of goods or services greater than **\$15,000.00** requires Sealed Bids.

These requirements may be waived in an emergency situation. The First Selectman or his designee should be informed of the situation and purchase as soon as possible.

**Cooperative Purchasing:** When it is in the Town's best interest, it may take advantage of cooperative purchasing through different programs that may be available to Suffield. A copy of the Cooperative Bid results shall be attached to the Purchase Order Worksheet for documentation.

**Local Contractor Bid Preference:** Contractors whose "principal place of business is in Suffield" may be given preference, for purchases of **\$5,000.00** or less, if they are within 5 percent of the low bid. If more than one local Contractor/Vendor is bidding, preference shall be given to the local Contractor/Vendor who is the nearest responsible low bidder. To the extent

the conflicting federal or state statutes or regulations apply to the bid in question, such conflicting federal or state statutes or regulations will govern.

**Approval of Purchases:** All purchases over **\$10,000.00**, or a single source nature with a value over \$1,000.00, requires approval of the First Selectman or his designee, by signing the Purchase Order Worksheet. The Finance Department will not issue a Purchase Order until the proper approvals have been obtained.

**Gifts and Favors:** No official or employee or member of his immediate family shall solicit or accept any gift having a substantial value, whether in the form of service, loan, thing, promise or any form, from any person or persons who to his knowledge is interested directly or indirectly in any manner whatsoever in business dealings with the Town. Suffield Code Section 165 (c) Gifts and favors.

### **Definitions**

**Authorized Person:** Department Head, Board or Commission Chairperson, or designee.

**Emergency Situation:** A situation where the purchase of goods or services is necessary, as a result of an uncontrollable circumstance, extraordinary condition, or a contingency that could not have been foreseen and guarded against. It will be demonstrated that the emergency purchase is necessary to protect the life, health and safety of taxpayers and employees.

**Goods or Services:** Supplies, materials, equipment, services or labor.

**Purchase Order Worksheet:** A written request for a Purchase Order that contains all information pertinent to the purchase.

**Purchase Order:** Authorization for a vendor to provide goods or services. The terms and conditions constitute a contract between the vendor and the Town.

**Sealed Bid:** In response to a set of specifications set forth by the purchaser, a notice in writing delivered to the purchaser by a specified date describing the conditions and price under which the vendor will furnish goods or services. Sealed Bids will be delivered in sealed envelopes to the purchaser, and will be opened in public at a date, time and location specified by the purchaser. Sealed Bids are required for the purchase of goods or services with a value of **\$15,000.00** or more, and are to be solicited by the Authorized Person. Whenever practical, feasible, and to the advantage of the Town, appropriate advertisements will be placed.

**Verbal Quotation:** An oral notice whereby a vendor informs a purchaser of the conditions and price under which the vendor will furnish goods or services to a purchaser. Verbal Quotations are required for the purchase of goods or services with a value of **\$2,500.00** or more, and are to be solicited by the Authorized Person. Information pertinent to quotes, including the vendor's name and telephone number, the contact person, the date the quote was obtained, and the amount quoted, shall be documented on the Purchase Order Worksheet.

**Written Quotation:** In response to a set of specifications set forth by the purchaser, a notice in writing delivered to the purchaser by a specified date describing the conditions and price under

which the vendor will furnish goods or services. Written Quotations are required for the purchase of goods or services with a value of **\$10,000.00**, but less than **\$15,000.00**.

Adopted By Board of Selectmen: June 21, 2000

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