

| | | |
|---|--|---|
| <p>TOWN OF SANDGATE Sandgate, VT 05250</p>  | <p>TITLE:</p> <p>PURCHASING GOODS AND SERVICES</p> | <p>Document Type: Policy</p> <p>Document Number/ Revision: 114.01</p> <p>Original Issue: 08/20/2012</p> <p>Reissue:</p> |
|---|--|---|

I 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.

II APPLICATION. This policy shall apply to all purchases of goods and services by the Municipality of Sandgate except where conditions of state or federal funds, or conditions of a grant, gift or bequest mandate otherwise.

III DEFINITIONS.

- A. *Major purchases* are those purchases of goods or services in an amount of \$3,000 or more.
- B. *Regular purchases* are those purchases of goods or services in an amount of at least \$500 but less than \$3,000.
- C. *Incidental purchases* are those purchases of goods and services in an amount of \$500 or less.
- D. *Sole source vendor* is a vendor approved by the legislative body 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 the public health, safety and welfare.

IV PROCEDURES.

- A. *Major purchases* require three quotations.
- B. *Regular purchases* require quotations from at least two vendors unless a sole source vendor has been approved for Sandgate.

1. Selection of vendor based on quality of the goods and services offered, cost, ability of the vendor to provide future maintenance, and the ability, capacity and skill of the vendor demonstrated under prior contracts with the Municipality.
- C. *Incidental purchases* may be made without a formal quotation. Such purchases may be made by the Selectboard, Town Clerk, Treasurer, Auditors, Listers and the Road Foreman. Incidental purchasing choices shall be made based on the approved budget, cost, quality of goods and services, and the best interests of the Municipality.
- D. *Sole Source Vendor*: The Selectboard may approve a sole source vendor for regular or incidental purchases. Approval may be made at any time during the year and shall take into account general availability of the goods or services, quality and cost of the goods and services, and the ability, capacity and skill of the vendor demonstrated under prior contracts with the Municipality.
- E. *Leasing Equipment*.. The Selectboard shall approve all leasing of equipment.
- F. *Purchase of Professional Services*: The purchase of professional services for the Municipality shall be exempt from the formal bid process. Such services include, but are not limited to, legal counsel, insurance, engineering/architectural services and consulting services. The legislative body shall purchase such services according to the best interests of the Municipality.
- G. *Cooperative Purchasing*: The Municipality may enter into cooperative lease or purchase agreements with other municipalities, at the discretion of the Selectboard.
- H. *Emergency Purchases*: When an emergency threatens the health, lives or property of the residents of the Town, or threatens the property of the Town or the delivery of necessary services to the residents of the Town, the Selectboard shall have the authority to purchase emergency supplies and services while acting in the best interests of the town.
- I. *Vendor Selection*: Vendors will be selected on a competitive basis. In addition to price, the following may be considered:
1. Ability, capacity and skill of vendor to perform the contract or provide the material or service required within the time specified;
 2. Quality of performance on previous contracts, service or purchases;
 3. Compatibility with existing equipment or products.

J. *Invoices*: All invoices shall describe goods or services purchased to allow for an independent review.

K. *Contracts*: All contracts shall be approved by the Selectboard.

Revision History:

| Doc. Number | Date | Actions |
|--------------------|-------------|--|
| 114.01 | 08/20/2012 | Issued and approved by the Selectboard |
| | | |