

**TOWN OF NEW HAVEN
POLICY FOR PURCHASING
Approved August 27, 2019**

I POLICY OBJECTIVES

The objectives of this purchasing policy are as follows:

- A. To promote and effect, open and appropriate purchasing of supplies, equipment and services, to result in maximum value received for dollars spent.
- B. To ensure that all vendors will have an equal opportunity to do business with the Town of New Haven and to promote good will and clear communication in Town/Vendor relations.

II DEFINITIONS

- A. Major Purchases: Those purchases calling for delivery of goods or services in the amount of Greater than \$5,000.00.
- B. Regular Purchases: Those purchases calling for delivery of goods or services in the amount of \$500.00 to \$5,000.
- C. Incidental Purchases: Those purchases calling for delivery of goods or services of less than \$500.00.

III PURCHASING AGENT

- A. Road Commissioner(s)
- B. Town Clerk
- C. Town Administrator
- D. Majority of the Selectboard shall provide prior approval, either written or verbal, for all regular and major purchases made outside regular budgeted expenses.

IV PROCEDURES

- A. Major purchases require a formal bid process. The purchasing agent shall prepare or cause to be prepared, specifications, or a request for proposal for the article or services required and shall advertise an invitation to bid at least once in a newspaper of general circulation in New Haven. The invitation to bid shall include the following:
 - 1. The location, time, and place for the receipt and opening of the sealed bids.

2. Information on how bid specifications and bid forms, or the request for proposal, can be obtained.
 3. A description of the supplies, materials, equipment, or services for which bids are to be received.
 4. The right of the Town of New Haven to reject any or all bids if such action is deemed in the best interest of the Town.
- B. Regular purchases must be made through competitive solicitation, but not necessarily through formal bids. Regular purchases may be made through formal bid or written or verbal quotation at the discretion of the purchasing agent in consultation with the department for who the purchase is being made. Bids or quotations should be sought from two or more vendors unless a sole source is approved as per section V below.
- C. Incidental purchases may be made without the solicitation of bids or quotations. However, if practicable, quotations should be solicited. The purchase may then be made.

V VENDOR SELECTION

- A. Vendors will be selected on a competitive basis. Purchases shall be awarded to the lowest, best qualified responsible vendor. Any or all bids, quotations or proposals may be rejected if such action is deemed to be in the best interest of the Town. In determining the lowest, best qualified responsible vendor, in addition to price, the following may be considered:
1. The ability, capacity, and skill of the vendor to perform the contract or provide the material or service required and meet the specifications and other terms and conditions of the solicitation, and to do so promptly or within the time specified.
 2. The character, integrity, reputation, experience, financial resources, and past performance of the vendor.
 3. The quality, availability, and adaptability of the vendor to provide future maintenance if necessary.
 4. The award shall be made to a local vendor if all parameters are substantially equal.

VI EXCEPTIONS

- A. Waiver of bids – the Selectboard may waive the bid process or approve a sole source solicitation for major purchases where they deem it to be in the best interest of the Town. Sole source solicitations shall be reviewed to determine that the price offered is fair and reasonable or that there is only one manufacturer / supplier of the item to be purchased.
- B. The purchase of professional services shall be exempt from the formal bid process. It is recognized that proposals for professional services (including but not limited to legal counsel, insurance, engineering / architectural services and various consulting services) are difficult to compare and the weight must be given to many considerations other than price. The purchase of professional services, the cost of which is expected to exceed \$1,000.00 for a project, must be approved by the Selectboard.

- C. Purchases made incrementally on an ongoing occasional basis such as road salt, landfill cover, chloride, fueling etc. shall be subject at intervals not greater than every two years to procedures stipulated for regular purchases.
- D. Road resurfacing shall be subject to procedures stipulated for major purchases.
- E. The following items are exempt from the bid process.
 - 1. Equipment repairs
 - 2. Service contracts

VII EMERGENCY CLAUSE

- A. This policy may be waived in the event of an emergency. An emergency shall be defined as one which threatens:
 - 1. The lives or health of people.
 - 2. The property of the Town or its citizens.
 - 3. Necessary delivery of services to the citizens of Town
- B. During emergencies, when normal procurement procedures would be impracticable, the following procedures shall be followed.
 - 1. The chair of the Selectboard shall approve all requests for emergency purchases. In the event that the Selectboard is unavailable the department head may approve essential purchases. The Selectboard should be notified of all emergency purchases over \$1,000.00 within 24 hours.
 - 2. Emergency purchases can be costly and effort should be made to avoid them.

VIII ADOPTION

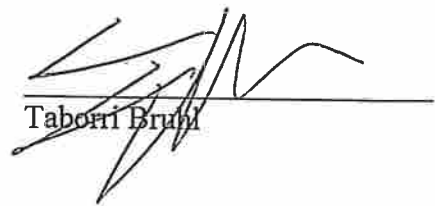
The above policy is officially adopted by the Selectboard of the Town of New Haven on August 27, 2019.



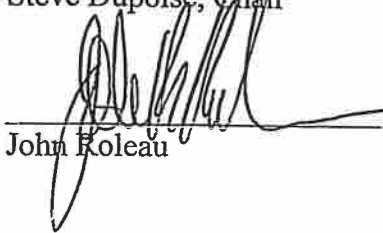
Steve Dupoise, Chair



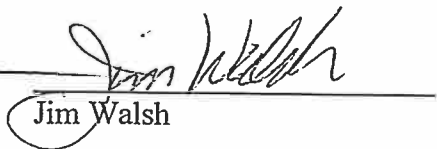
Kathy Barrett



Taborn Bruhl



John Koleau



Jim Walsh

