

PROCUREMENT POLICY  
Town of Readsboro, Vermont

**I. Purpose**

The purpose of this Procurement Policy is to obtain the highest quality goods and services for the Selectboard of the Town of Readsboro at the lowest possible price, to exercise financial control over the purchasing process, to clearly define authority for the purchasing function, to allow fair and equal opportunity among qualified suppliers, and to provide for increased public confidence in the procedures followed in public purchasing.

**II. Application**

This policy shall apply to all purchases of goods and services by the Selectboard of the Town of Readsboro 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 \$15,000.00 or more.
- B. **“Regular Purchases”** are those purchases of goods or services in an amount of at least \$2,500.00 but less than \$15,000.
- C. **“Incidental Purchases”** are those purchases of goods or services in an amount of \$2,500.00 or less.
- D. **“Sole Source Vendor”** is a vendor approved by the legislative body to provide certain goods or services for the Town of Readsboro. If the Selectboard determines that there is only one possible source for a proposed purchase, it may waive the bid process and authorize the purchase from the sole source.
- E. **“Emergency Purchases”** are those urgent purchases of goods and services that are required to protect the public health, safety and welfare of the residents of the Town of Readsboro.

**IV. Procedures**

- A. Major Purchases are subject to a formal bid process. The bid process shall be initiated by the issuance of an Invitation to Bid or Request for Proposals prepared by the Selectboard or its designated agent. Notice of the request for bids or proposals shall be made by letters to known providers soliciting bid responses, advertisements posted in three (3) public locations within the Town, and/or the Town website, and advertisement placed in a minimum of one (1) outside media source.
- B. Regular Purchases require competitive solicitation of bids or proposals but *may be done* by the formal bid process. Competitive solicitation includes soliciting bids or quotations from at least three (3) vendors.
- C. Incidental Purchases may be made without a formal bid or competitive solicitation. Incidental purchasing choices shall be made based on cost, quality of goods and services. Incidental purchases may be made by department heads, by the Selectboard or its designated agent.

- D. Sole Source Vendor: May be approved by the Selectboard for Regular or Incidental Purchases. Approval of a Sole Source Vendor are made during any meeting of the Selectboard and shall take into account general availability of 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 Town.
- E. Emergency Purchases: The Selectboard may award contracts and make purchases for the purpose of meeting the public emergency without complying with the bid process. emergency expenditures may include repair or maintenance of Town property, infrastructure, vehicles, or equipment if the delay in such repair or maintenance would endanger persons or property or result in substantial impairment of the delivery of important Town services.
- F. Leasing of Equipment: The Selectboard shall approve all leasing of equipment.
- G. Purchase of Professional Services: The bid process shall not apply to, unless desired, the selection of providers for services that are characterized by a high degree of professional judgement and discretion including legal, financial, auditing, engineering, risk management, and insurance services.

**V. Bid & Proposal Specifications**

Bid and Proposal specifications shall include, but not be limited to:

1. Bid or Proposal Name
2. Bid or Proposal submission deadline
3. Specifications for the project or services
4. Bond and/or Insurance requirements
5. Any special requirements unique to the purchase
6. Delivery or completion date

**VI. Bid & Proposal Submission**

All bids and proposals must be in sealed envelopes, addressed to the Town of Readsboro Selectboard or its designated agent, and plainly marked with the name of the bid or proposal. Bids and proposals will be date and time stamped on the outside of the envelope immediately upon receipt. Any bid or proposal may be withdrawn in writing prior to the scheduled time of the opening of bids or proposals. Any bids or proposals received after the time and date specified shall not be considered and shall be returned to the bidder unopened.

**VII. Bid & Proposal Opening**

Every bid and proposal received prior to the bid or proposal submission deadline will be publicly opened and read aloud by the Selectboard or its designated agent. The bid or proposal opening will include the name and address of the bidder; for lump sum contracts, the lump sum base bid and the bid for each alternate; for unit price contracts, the unit price for each item and the total, if stated; and the nature and the amount of security furnished with the bid if required.

### VIII. Criteria for Bid or Proposal Selection

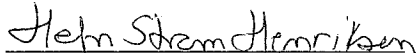
In evaluating bids or proposals, the Selectboard will consider the following criteria, but not be limited to:

1. Price
2. Bidder's experience and reputation, including past performance for the Town
3. Bidder's ability to meet other terms and conditions, including insurance and bond requirements
4. Any other factors that the Selectboard determines are relevant and appropriate in connection with a given project or service.

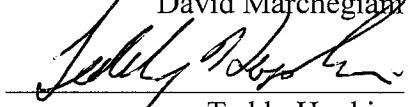
The Selectboard reserves the right at its sole discretion to accept or reject any and all bids as deemed in the best interest of the Town.

The foregoing Policy is hereby adopted by the Selectboard of the Town of Readsboro, Vermont, this 26<sup>th</sup> day of October, 2016, and is effective as of this date until amended or repealed.

Town of Readsboro Selectboard

  
Helyn Strom-Henriksen, Chair

  
David Marchegiani

  
Teddy Hopkins