

TOWN OF VASSALBORO

PROCUREMENT POLICY

1. PURPOSE

The purpose of the Procurement Policy is to provide the Board of Selectmen, Administration, Residents and Vendors with an understanding of the methods and policies used by the Town of Vassalboro to purchase materials, services, equipment rental, equipment purchases and supplies. The Board of Selectmen reserves the right to waive the standards in this policy if it is deemed by the Board to be in the best interest of the Town to do so.

2. PURCHASING AUTHORITY

The Town Manager or his designee(s) shall be the purchasing authority for the Town of Vassalboro for items purchased with an estimated one-time cost of \$2,500 or less. The Board of Selectmen shall be the purchasing authority for items with an estimated cost in excess of \$2,500.

3. METHOD OF PURCHASING

The following standards shall apply to items on an annual basis.

- A. The Town shall use informal price survey for items estimated to cost less than \$1,000 individually.
- B. The Town shall use a formal price survey for services estimated to cost between 1,000 and \$2,500.
- C. The Town shall use formal bid process for the purchase of equipment estimated to cost greater than \$2,500.
- D. The Town shall use a price survey for equipment rental when the annual cost is expected to be greater than \$2,500 for the use of a single piece of equipment.

4. EXCEPTIONS:

- A. The selections of the following professional services are subject to review for cost and quality of service at the discretion of the Board of Selectmen or every three (3) years.
 - i. Legal Services
 - ii. Insurance Services
 - iii. Auditing Services
 - iv. Data Processing Services
 - v. Engineering Services associated with Solid Waste
 - vi. Disposal and Hauling cost associated with Solid Waste

5. CRITERIA FOR SELECTION

Unless otherwise provided for in the purchasing methodology, the criteria for award for procurement shall be the best price. Best price shall mean the following:

1. For supplies and incidental purchases, it shall mean the lowest price.
2. For equipment purchases that require a formal bid process, best price will be identified in the criteria of award in the request for bid. The criteria of award may include standards including low price, service, availability of product, warranties and other items deemed appropriate for the item(s) being purchased.
3. The Board may provide for local preference. Local preference may mean bidders from the Town of Vassalboro or bidders from the surrounding area. Local preference will be identified in each bid as directed by the Board of Selectmen.

6. DEFINITIONS

- vii. Informal Price Survey shall mean a review by written or verbal means to determine the best purchase for the Town. A minimum of 3 vendors shall be contacted
- viii. Formal Price Survey shall mean a review and documentation of costs submitted by vendors. A minimum of 3 vendors shall be contacted.
- ix. Formal Bid Process shall mean a written bid with specifications identifying criteria of award, submission dates and other requirements as appropriate for services, materials, equipment or supplies being requested. A minimum of **5** vendors shall be contacted. Unless otherwise waived by the Board of Selectmen, the Board of Selectmen shall receive a minimum of 3 bids for review.
- x. Annual shall mean any 12-month period but shall typically mean the Town fiscal year.

This policy is enacted on October 24, 2007

Donald Breton

Elizabeth Mitchell

Robert Browne Jr.