

TOWN OF VASSALBORO
PROCUREMENT POLICY

Section 1: Purpose

The purpose of the Procurement Policy is to provide the Select Board, 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 Select Board 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.

Section 2: Definitions

- A. Annual-** Shall mean any 12-month period but shall typically mean the Town fiscal year.
- B. Bid most Advantageous to the Town-** A selection based on price, quality, suitability, and the service reputation; not strictly the lowest price.
- C. Competitive Bidding-** Obtaining the most advantageous through formal quotes.
- D. Cooperative Purchase-** Purchase made by the Town in conjunction with, or from, another governmental or quasi-governmental agency such as the State of Maine, Kennebec County, Vassalboro Community School, Vassalboro Sanitary District, or another municipality.
- E. Emergency-** A situation deemed by the Town Manager to inhibit service delivery or threaten public safety, requiring an override of standard procedures.
- F. Field purchase-** Small quantity purchases for day-to-day operations made directly by a department head.
- G. Formal Bid-** A written, sealed quotation opened publicly at a specified date, place, and time.
- H. Informal Bid-** A written (email/letterhead) or oral quotation.
- I. Local bidder-** A bidder with a permanent presence (office, residence, or camp) within Vassalboro.
- J. Purchase-** The buying, contracting, renting, leasing, or otherwise acquiring supplies or services for a price.
- K. Purchase Authorization:** In lieu of a formal Purchase Order (PO) document, "Authorization" shall mean written approval (via email, minutes or memo) from the Town Manager, Department Head and/or Selectboard as required by the dollar thresholds in this policy.
- L. Purchase Order-** Written documentation requesting approval for services or goods on behalf of the Town. For purposes of this policy, a Purchasing

Requisition Memo shall act as a substitute for a Purchase Order, at the Town Managers discretion, and includes the product or service being purchased, vendor, cost, and other relevant information.

M. Services- Labor, professional expertise, or equipment rental (e.g. legal, auditing, repairs).

N. Specifications- The technical or quality standards set by the Town for a product or service.

Section 3: Purchasing Authority

A. Purchasing Agent

The Town Manager is designated as the purchasing agent of the Town. As authorized by Maine Statute Title 30-A §2636, the Town Manager may spend within budget appropriations in accordance with the policy. The ranges listed for standard options; the Town Manager shall examine purchases and has the authority to revise them as to quantity, quality, or estimated cost; and requires collaborative concurrence of the using department.

B. Delegated Authority

Department Heads are authorized to act as delegated agents for purchases within their respective departmental budget appropriations, subject to the limits and authorization requirements in Section 4. The Town Manager retains the authority to review, revise, or veto any purchase as to quantity, quality, or cost.

Section 4: Purchasing Parameters

A. Products, Goods & Equipment

1. \$0.00 - \$999.99 (Field Purchases): Made directly by the Departmental heads. No formal quotes required.
2. \$1,000 - \$4,999.99: Requires prior authorization from the Town Manager (email or initialed quote). Informal price checking is encouraged but not documented.
3. \$5,000 - \$24,999.99: Requires prior authorization from the Select Board. Informal bids/quotes must be solicited from a minimum of three (3) bidders.
4. \$25,000 & Over (Formal Bid): Written specifications must be approved by the Select Board prior to advertising. The Board has final awarding responsibility.

B. Service Contracts

1. \$0.00 - \$4,999.00: Town Manager approval required. No formal bidding required.

2. \$5,000 - \$49,999.99: Requires informal quotes from at least three (3) bidders. Must be approved by the Select Board.
3. \$50,000 & Over: Requires a formal Request for Proposal (RFP) approved by the Select Board.
4. Long-Term Contracts: Any service contract exceeding one year and \$50,000 requires ratification by a Town Meeting vote.

Section 5: Special Circumstances

A. Emergency Spending

The Town Manager may authorize immediate negotiated purchases of supplies or services, up to **\$20,000.00**. The Town Manager will make a reasonable effort to contact the Selectboard Chair and Vice Chair by either phone or email and must report the expenditure at the next Select Board meeting. In extreme events where leadership cannot be reached, the Manager is empowered to secure necessary services regardless of amount to protect life and property.

B. Cooperative Purchases

The Town Manager may join state or municipal cooperative bids without separate bidding. Purchases over \$25,000 still require Board approval.

C. Bid Waiver

When a purchase is inappropriate for competitive bidding due to the nature of the item, time constraints, or other factors, the Selectboard may vote to waive the formal bid process.

Section 6: Periodic Review of Professional Services

A. Review Cycle: To ensure the highest quality of service and competitive pricing, the following professional services shall be subject to a formal review of cost and quality at the discretion of the Select Board, at least every three (3) years.

- i. Legal Services
- ii. Insurance Services
- iii. Auditing Services
- iv. Data Processing Services
- v. Engineering & Solid Waste Services (Hauling/Disposal)

B. Form of Review: This review does not strictly require a formal competitive bid if the Board determines that the current provider's performance and pricing remain in the Town's best interest. However, a written memo or minutes showing discussion at a board meeting of the review results shall be placed in the Town's records.

Section 7 Bid Corrections & Rejections

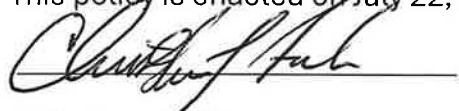
A. Bid Corrections: After a formal bid opening, a bidder may not change the price of provisions in a manner prejudicial to the Town or fair competition. If a clerical mistake is made, and the intended bid is clearly evident on the face of the bid document, the Selectboard may either direct the Town Manager to seek clarification from the vendor by phone, email, or in person at the meeting when the bids are opened if the vendor is present, or the Selectboard may elect to disqualify the vendor.

Section 8 Acceptance-Rejection

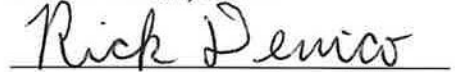
The Selectboard reserves the right to accept or reject any and all bids or proposals and reserves the right to waive any informality in proposals as they deem in the best interest of the Town and awarded to the most responsive and responsible bidder.

Failure to follow the policy as set forth may be cause for the disciplinary action under the Town of Vassalboro Personnel Handbook.

This policy is enacted on July 22, 2026.



Chris French, Chair



Rick Denico, Select Board Member



Dan Bradstreet, Select Board Member

Candy Clark, Select Board Member



Micheal Phelps, Select Board Member