**PROCUREMENT POLICY**

Town of Grafton

**PURPOSE.** The purpose of this Purchasing Policy is to obtain the highest quality goods and services for the Town of Grafton 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.

**PURCHASE AUTHORIZATION.** No purchases over $5,000.00 shall be made by any Town officer or employee without prior approval of the Selectboard. When making any purchase not subject to the bid process described below, officers and employees must solicit quotes from at least two vendors, unless the Selectboard has approved a sole source vendor. Vendors will be selected based on cost, the quality of the goods and services offered, and the ability, capacity, and skill of the vendor.

**BID PROCESS.** Any expenditure that equals or exceeds the $5,000.00 threshold, established by the Selectboard, must be accomplished through a bid procedure that invites competitive price bids.

The bid process will follow the following procedure:

1. **Invitation for Bid:** All contracts and purchases that meet the above threshold are required to be sealed bids. The Board will determine if the bid needs to be advertised. If it is determined that the Invitation for Bid (IFB) is needed, it will be published in the newspaper(s) of record or other publication if needed. The IFB will contain a general description of the service or product required, if a bid deposit and / or performance bond is required, where any additional information can be obtained, and the time and date of the bid opening. *The bidder’s liability insurance documentation, and workman’s comp if applicable, is required to be enclosed within the sealed bid.* The IFB will be approved by the Board of Selectmen before publication.
2. **Bid Opening:** All sealed bids will be opened by the Board of Selectmen at a duly warned Selectmen’s meeting. Bids received after the specified time will not be eligible for consideration. A tabulation of all bids will be signed by one (1) board member and sent to all bidders.
3. **Bid deposits, performance bonds or certified checks** may be required for contracts in such amount necessary to protect the Town’s interests. The successful bidder who fails to enter into a contract within the time specified after notification of the bid award will forfeit any surety deposited with the town.
4. **Bid Acceptance and Bid Evaluation:** Bids shall be evaluated based on the requirements set forth in the specifications, which may include but are not limited to: quality, workmanship, delivery, and suitability for a particular purpose. It shall not be the policy of the Town to award a bid based on price alone, but to evaluate all bids and determine which is in the best interest of the Town of Grafton. *By this process the Selectmen fulfill their responsibility to follow a competitive bid procedure. In the event that no bids are received the Selectmen have fulfilled their responsibility to follow a competitive bid procedure and may proceed with any alternative process deemed necessary by the Board.*
5. **Award:** The contract shall be awarded with reasonable promptness by appropriate written notice to the bidder that meets the requirement and criteria set forth in the bid specifications.
6. **Cancellation:** An invitation for bids, a request for proposals, or any other solicitation may be canceled, or any or all bids may be rejected in whole or in part, when found to be in the best interest of the Town. The reasons therefore shall be made part of the contract file. All specifications issued by the Town must state that any bid or proposal may be rejected in whole or in part when rejection or cancellation is in the best interest of the Town. A notice of cancellation shall be sent to all vendors solicited.
7. **Bid Protest:** Any bidder who is aggrieved with the award of a contract may protest in writing to the Selectboard. All protests must be submitted within three (3) business days after the bid award. The Selectboard shall send the aggrieved party a written decision within fourteen (14) business days.
8. ***Conflicts of Interest:*** *To avoid potential conflicts of interest the Board will not entertain bids from contractors or suppliers who themselves or their subcontractors have an immediate family member involved in the bidding process or who are responsible for the administration of the project.*

*Immediate family member is defined as: spouse, domestic partner, grandparents, parents, parents-in-law, mothers, brothers, brothers-in-law, sisters, sisters-in-law, children, grandchildren, nieces and nephews of either an employee or his/her spouse. Immediate family member shall also be extended to any other relatives residing in the employee’s home.*

1. **Emergency Situations:** In the event of an emergency, all work and purchases may be contracted without following this bid procedure.

Approved 7/23/01

*Amended 7/26/04*

*Amended 7/7/2014*

**EXCEPTIONS.**

**Sole Source Purchases.** 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.

**Recurring Purchases.** If the total value of a recurring purchase of a good or service is anticipated to exceed $5,000.00 during any fiscal year, the bid process shall be utilized and shall specify the recurring nature of the purchase. Once a bid has been accepted, all future purchases shall be made from that bidder without necessity of additional bids, until such time as the Selectboard votes to initiate a new bid process.

**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 immediate repair or maintenance of town property, 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.

**Professional Services.** The bid process shall not apply to the selection of providers for services that are characterized by a high degree of professional judgment and discretion including legal, financial, auditing, engineering, risk management, and insurance services.

The foregoing Policy is hereby adopted by the Selectboard of the Town of Grafton, Vermont, on this 14th day of November, 2014 and is effective as of this date until amended or repealed.

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Chairperson

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