

TOWN OF BRADLEY PURCHASING POLICY

Office of Purchasing Agent

Authority and duties of the Purchasing Agent:

The Town Manager will serve in the position of Purchasing Agent for the Town, and shall be responsible for the procurement of supplies, services, equipment and construction in accordance with the Policy as well as management and disposal of supplies and equipment.

Tax Exemption

The Town Manager will act to procure for the Town all Federal or State tax exemptions to which the Town is entitled.

Minor Procurement and Informational Bid Process

The Town Manager is authorized to procure expenditures for services, supplies, materials and equipment when total expenditures are less than **\$5,000.00** without resorting to the competitive bidding process and without the Town Council approval.

Quotes shall be sought by at least three (3) eligible providers, if available for purchases between **\$5,000.00** and **\$10,000.00**. All expenditures must be approved by the Town Council.

In procuring items, it is not necessarily in the best interest of the Town of Bradley to purchase the lowest priced item. Some of the items that should be considered are cost, service, warranty, distance and time.

Competitive Bidding

The purpose of competitive bidding is to allow the Town to compare products, service, reputation and cost of each bidder for expenditures over **\$10,000.00**. The lowest bid in dollars is not always the best bid for the Town. We also intend that the bid request be thorough enough to give potential bidders a clear idea of what the Town wants without restricting their creativity with too many details.

Purchases by Competitive Bidding

- A. Except otherwise stated, all departments and appointed or elected committees having their own budgets shall refer all competitive bidding through the Town Manager and to the Town Council who shall vote for such services, supplies, materials and equipment.

Exemptions

- A. Once a contract to purchase equipment, goods, or services has been established by the competitive bid process an amendment may be added for additional services or annual renewal of contract without competitive bidding if deemed in the best interest of the Town by the Town Council.
- B. Exempt from the competitive bid process is the purchase of heating & vehicle fuel. The Town Manager has the authority to secure the lowest price for the purchase of heating & vehicle fuel.

Emergency Purchases

In case of an emergency which requires immediate purchase of supplies, services or improvements, whose immediate procurement is essential to prevent delays in the work of any department which may vitally affect the life or convenience of citizens or employees, the Town Manager shall be empowered to secure at the lowest obtainable price, any supplies or services regardless of amount. Record Explanation – A written report of circumstances of the emergency purchase shall be submitted by the Town Manager to the Town Council at the first meeting following the purchase.

Suppliers

Proposals or invitations to bid shall be sent to at least three (3) eligible providers, if available, within reasonable proximity to the Town of Bradley, or advertise as may be appropriate, at least ten (10) business days prior to the time set for public opening of sealed bids.

Bids

Bids will be in a sealed envelope and shall either be sent by mail or hand delivered to the Town Manger's office. It shall have the bid name appear on the outside of the envelope. As they are received, each bid will be initialed and marked with the received date and time.

Records of Bids

Each bid with the name of the bidders shall be entered into the record. Each record with the successful bid indicated shall, after the award of the bid or contract, be open to public inspection. A bond and/or insurance for proper performance of contract or bid may be required at the discretion of the Town Council.

Awards

In the competitive bid process in awarding bids or contracts, it is not necessarily in the best interest of the Town of Bradley to award the bid to the lowest bidder.

Local Preference

A local preference shall be given to any primary bidder, excluding subcontractors whose business is located and operating within Bradley town lines. This local preference shall be based on the following scale:

Bids under	\$10,000	10%
Bids from	\$10,000 to \$50,000	5%
Bids over	\$50,000	2% not to exceed \$5,000

Location and operation shall be defined as owning, leasing, or renting physical space with the town lines and staffing the same at least twenty (20) hours per week during a period commencing thirty (30) days prior to the bid deadline and continuing through the end of the bid agreement.

The Town Council reserves the right to adjust or suspend this percentage for any purchase.

Rights Reserved

The Town of Bradley reserves the right to reject any and all bids in whole or in part, to waive any formality and technicality in any bid and to accept or reject any item or items in any bid.

Tie Bids

If tie bids are not resolved by preferential treatment for local vendors, ties shall be awarded by the Town of Bradley after review and Town Manager recommendation.

Cancellation of Invitation for Bids/RFP

An Invitation for Bids or a Request for Proposal or other solicitation may be cancelled, or any or all bids or proposals may be rejected, in whole or in part, as may be specified in the solicitation, when it is for the good cause and best interests of the Town.

Sole Source Procurement

A purchase may be awarded within competition when the Town Manager with concurrence of the Town Council determines, after conducting a good faith review of available sources, that there is only one (1) source available. The Town Manager or their designee shall conduct negotiations, as appropriate, as to price, delivery and terms.

Cooperative Purchasing

The Town Manager shall have the authority to join other units of Government to include Federal, State, County, Municipal and Municipal Subdivision, such as Water Districts, Sewer Districts, School Districts, and Council of Governments along with Fire or Police Associations in cooperative purchasing plans when the best interests of the Town would be served thereby and when such action is in accordance with present law.

Reserve Account Purchases

All purchases made with reserve account funds must receive prior approval from the Town Council regardless of amount unless it meets the criteria set for emergency purchases. In the case of an emergency purchase, the procedure laid out earlier in this policy must be followed.

Signed and Dated at Bradley, Maine this _____ day of _____, _____.

X Mark Ketch

Mark Ketch, Chairman

X Diane Walter

Diane Walter

X Sally Strout

Sally Strout

X Duane Ludgon

Duane Ludgon

X _____

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