

TOWN OF GRANVILLE PROCUREMENT POLICY

Approved October 1, 2007

Objectives

To promote an open process, and one that is consistent from year to year while purchasing supplies, equipment and services for the town.

To assure the best value and quality received for the tax dollars expended.

To insure that all vendors will have an equal and fair opportunity to do business with the Town of Granville and to promote good will and clear communications with our vendors.

Code of Conduct

Every town employee or agent of the town who participates in the selection of vendors or award of contracts shall exercise fair judgment with the best interests of the town in mind, and shall not be influenced by any personal interest, whether real or apparent, in the selection process. No gifts or favors or anything of value may be received from prospective bidders or vendors. A professional “arms length” relationship must be maintained at all times with all potential bidders and contractors.

If any town employee or agent is aware they have a real or apparent conflict of interest in a procurement matter, that person shall recuse themselves or abstain from any participation in the matter.

Definitions

Major Purchases: Purchases of goods or services exceeding \$10,000.

Mid-Range Purchases: Purchases of goods or services over \$2,500 but less than \$10,000.

Small Purchases: Purchases of goods or services costing up to \$2,500.

Recuse: Disqualify oneself from participation in a decision.

Abstain: To refrain from voting on a matter.

Conflict of Interest: Occurs when a person has a personal interest in an official matter, and is placed in a situation where he/she might be tempted to serve his/her own purposes to the detriment of the town.

Procedures

Major Purchases: These shall require a formal bid unless shown as an exception below. The selectboard or other town agent will prepare specifications and/or a request for proposals, and the Invitation to Bid will be advertised at least once in a local paper, posted in at least two locations in the valley, and mailed to prospective bidders. The Invitation will include at least the following:

- a. The location, time and place for receiving and opening bids.
- b. Information on how to obtain specifications, requests for proposals or other information.
- c. A description of the supplies, materials, equipment or services for which the bids are to be received.
- d. Insurance, bonding and liability requirements to be met.

Mid-Range Purchases: These shall be accomplished through a competitive solicitation, but not necessarily through formal bidding. Competitive pricing must be solicited from at least three parties, if they are available, and written or verbal quotes received. Verbal quotes shall be documented in writing for the record.

Small Purchases: These may be done without solicitation of bids or quotes. However, if practical, quotations should be solicited and confirmed in writing.

Vendor Selection: Purchases shall be awarded to that vendor who has the lowest bid price or who is found to be more qualified and responsible to perform the work or supply the services. Any or all bids, quotations or proposals may be rejected if such action is deemed to be in the best interests of the town. In order to make these judgments, in addition to price, the following may be considered:

- a. The thoroughness of the bidder in meeting specifications, terms and conditions in the solicitation.
- b. The ability, experience, capacity and skill of the bidder to complete the terms of the contract within the time period specified.
- c. The character, reputation, integrity and financial resources of the bidder, and past performance under similar contracts.

Length of Contracts: Strongly consider a multi-year contract period, such as three years, for Major Purchases and Mid-Range Purchases which ask for goods or services needed every year. Multi-year contracts are apt to result in lower prices and they avoid repeated and unnecessary solicitations.

Exceptions

- a. In an emergency situation, the Selectboard may waive the solicitation procedures outlined in this policy in favor of quick action.
- b. The Selectboard may waive the bid process or approve a sole source for Major Purchases when they deem it to be in the best interests of the town. The reasons shall be spelled out and written for the record. However, the price obtained must be fair and reasonable.
- c. The following purchases are exempt from this policy:
 - Electricity and phone service
 - Road gravel purchased from Granville MFG. (Best gravel around and centrally located)
 - Sand for winter roads
 - Insurance and legal services

Norman Arseneault
Selectboard Chairman

Kristi Tate
Selectperson

Vivian Branschofsky
Selectperson