

**PURCHASING POLICY  
TOWN OF MORETOWN, VERMONT**

1.) **PURPOSE:** The purpose of this policy is to create a process for purchasing goods and services that will increase efficiency, promote fairness, accountability and confidence, and provide necessary supplies and services in a timely and cost-effective manner.

2.) **APPLICATION:** This policy shall apply to all purchases of goods and services by the Town of Moretown except where conditions of state or federal funds, or conditions of a grant, gift or bequest mandate otherwise.

3.) **DEFINITIONS:**

a. Major purchases are those purchases of goods or services in an amount of \$ 5,000.00 or more.

b. Regular purchases are those purchases of goods or services in an amount of at least \$ 1,200.00 but less than \$ 5,000.00.

c. Incidental purchases are those purchases of goods and services in an amount of \$ 1,199.99 or less.

d. Sole source vendor is a vendor approved by the Select board to provide certain goods and services for the Town.

e. Emergency purchases are those urgent purchases of goods and services that are required to protect the public health, safety and welfare.

4.) **PROCEDURES:**

**a. Major purchases require a formal bid process which shall include:**

1. Advertisement of the invitation to bid or request for proposal (RFP) for a least one week in the newspaper designated as the town newspaper for Moretown and in additional newspapers if the Select board elects to use them.
2. Direct notice of the bid or RFP to specific providers at the discretion of the Select board.
3. Notice of the place and deadline for receipt of the sealed bids or RFPs.
4. A description of the supplies, materials, equipment, or services required and information on how and where to obtain more detailed specifications and bid or RFP forms.
5. Information on insurance requirements for the bidder or proposer and also requirements for appropriate licenses, certificates, and bonding as appropriate for specific professional services.
6. A statement of the right of the Town of Moretown to reject any and all bids or RFPs if doing so is deemed by the Select board to be in the best interests of the Town; and
7. Public opening of the bids or RFPs by the Select board followed by acceptance or rejection of bids within 10 working days after the deadline for receipt.

**b. Regular purchases** require competitive solicitation of bids or RFPs but may be done by the formal

process. Competitive solicitation includes:

1. Soliciting bids or quotations from at least two vendors unless a sole source vendor has been approved by the Select board; and
  2. Selection of vendor based on quality of the goods and services offered, cost, ability of the vendor to provide future maintenance, and the ability, capacity and skill of the vendor demonstrated under prior contracts with the Town.
- c. **Incidental purchases** may be made without a formal bid or competitive solicitation. Such purchases may be made by department heads, elected officials and their designees. Incidental purchasing choices shall be made based on cost, quality of goods and services, and the best interest of the Town.
- d. **Sole Source Vendor.** The Select board may approve a sole source vendor for regular or incidental purchases. Approval shall be made annually at the first regular meeting of the newly elected Select board held in the Town's business year and shall take into account general availability of the goods or services, quality and cost of the goods and services, and the ability, capacity and skill of the vendor demonstrated under prior contracts with the Town. Designation may be revoked by the Select board at any time due to unsatisfactory performance or pricing done by the vendor.
- e. **Leasing Equipment.** The Select board shall approve all leasing of equipment.
- f. **Purchase of Professional Services.** The purchase of professional services for the Town shall be exempt from the formal bid process. Such services include, but are not limited to, accounting & audit, legal counsel, insurance, engineering/architectural services and consulting services. Select board shall purchase such services according to the best interest of the Town.
- g. **Cooperative Purchasing.** The Town may enter into cooperative lease or purchase agreements with other towns, at the discretion of the Select board.
- h. **Emergency Purchases.** When an emergency threatens the health, lives or property of the residents of the Town, or threatens the property of the Town or the delivery of necessary services to the residents of the Town, the elected officials, department heads and their designees shall have the authority to purchase emergency supplies and services while acting in the best interests of the town.

**ADOPTED:**

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**Signatures**

**Date**