

TOWN OF SOUTHBURY
Procurement/Bidding Policy

This document details policies developed by the Boards of Selectmen and Finance to control the method of approving and securing purchase orders, contracts or agreements for expenditures of goods and services. The policies are organized around three levels of commitment:

- Under \$10,000
- From \$10,000 to \$20,000
- Above \$20,000

1. For expenditures (e.g. supplies, contracted services, equipment) under \$10,000: the First Selectman may approve an award of the purchase if reasonably satisfied that it is in the best interest of the Town, with due regard for distributing the business fairly among qualified individuals and firms, with a preference for local sources.
2. For expenditures between \$10,000 and \$20,000: the award shall be made by the First Selectman after a reasonable number of documented price quotations have been obtained from qualified individuals and firms.
3. For expenditures over \$20,000: the award shall be made by the Board of Selectmen based on a review of sealed bids received. Requests for bids will be published in a newspaper or other generally accepted media of general circulation in the area as well as being sent directly to bidders that are deemed qualified per the bid request standards.
4. Request for written bids shall be approved by the Treasurer and First Selectman. They are responsible to see that the bids are not self-selecting or rigged.
5. The sealed bids will be opened publicly by the First Selectman and Treasurer or a designee at a pre-announced time and place before the date on which the Board of Selectmen considers them. A bid control sheet listing the names of bidders and amount bid should be used to tabulate bid proposals received.
6. Any bidder who is found by the Tax Collector to be delinquent in the payment of taxes, for either personal or real property, shall not be deemed a qualified bidder.
7. The Board of Selectmen may waive any of the above requirements when in its judgment compliance is not feasible or in the best interests of the Town. Written documentation of such waiver must be completed by the First Selectman after approval by the Board of Selectmen.

8. Exceptions to bid requirements which do not require a bid waiver, although multiple proposals are encouraged:
 - Insurance: e.g. medical, liability, property, bonds, workers compensation
 - Payments to Town approved entities (e.g., Historical Society) that have been incorporated in the budget
 - Utilities e.g. water, phone
 - State bid price items with official State documentation subject to obtaining a reasonable number of documented price quotes from qualified individuals or firms
 - Legal, accounting, actuarial services, insurance brokerage
 - Tax refunds

9. All RFP's shall contain the following statement "The Town reserves the right to reject any and all bids or any part thereof."