

I. 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.

II. APPLICATION

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

III. DEFINITIONS

- A. **“Major purchases”** are those purchases of goods or services in an amount of \$15,000.00 or more.
- B. **“Regular purchases”** are those purchases of goods or services in an amount of at least \$2,500.00 but less than \$15,000.00.
- C. **“Incidental purchases”** are those purchases of goods and services in an amount of \$2,500.00 or less.
- D. **“Sole source vendor”** is a vendor approved by the legislative body to provide certain goods and services for the Town of Guilford.
- E. **“Emergency purchases”** are those urgent purchases of goods and services that are required to protect the public health, safety and welfare of the residents of the Town of Guilford.

IV. 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 at least one week in a newspaper of general circulation (the Brattleboro Reformer);
 - 2. Advertisement of the invitation to bid or RFP in other newspapers at the discretion of the Selectboard in consultation with the appropriate department head;
 - 3. Direct notice of the bid or RFP to specific providers at the discretion of the Selectboard;
 - 4. Notice of the place and deadline for receipt of the sealed bids or RFPs;

- 5. 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;
 - 6. Information on insurance requirements for the bidder or proposer;
 - 7. A statement of the right of the Town of Guilford to reject any and all bids or RFPs if doing so is deemed by the Selectboard to be in the best interests of the Town of Guilford; and
 - 8. Public opening of the bids or RFPs by the Selectboard at a time not less than 10 business days after the deadline for receipt.
 - 9. In the event of a tie, preference will be given to the local bidder or proposer.
- B. “Regular purchases”** require competitive solicitation of bids or RFPs but *may be done* by the formal bid process. Competitive solicitation includes:
- 1. Soliciting bids or quotations from at least two (preferably three) vendors unless a Sole Source Vendor has been approved by the Selectboard; 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 of Guilford.
- C. “Incidental purchases”** may be made without a formal bid or competitive solicitation. Incidental purchases may be made by department heads, the Town Administrator, or a purchasing agent designee of the Selectboard. Incidental purchasing choices shall be made based on cost, quality of goods and services, and the best interests of the Town of Guilford.
- D. “Sole Source Vendor”** - The Selectboard may approve a “sole source vendor” for regular or incidental purchases. Approval shall be made annually at the first regular meeting of the Selectboard held in the Town of Guilford’s fiscal 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. Sole Source Vendors may be re-evaluated throughout the fiscal year subject to fluctuations in the market and availability of goods and services.
- E. Leasing of Equipment** – The Selectboard shall approve all leasing of equipment.
- F. Purchase of Professional Services** - The purchase of professional services for the Town of Guilford shall be exempt from the formal bid process. Such services include, but are not limited to, legal counsel, insurance, engineering/architectural services and consulting services. The Selectboard shall purchase such services according to the best interests of the Town.

G. Cooperative Purchasing – Whenever it proves beneficial, the Town of Guilford may enter into cooperative lease or purchase agreements with other municipalities, at the discretion of the Selectboard.

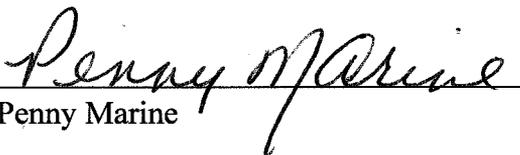
H. Emergency Purchases - When an emergency threatens the health, lives or property of the residents of the Town, or threatens the property of the Town or the delivery of necessary services to the residents of the Town, the Selectboard, Road Foreman and/or Emergency Management Director(s) shall have the authority to purchase emergency supplies and services while acting in the best interests of the Town.

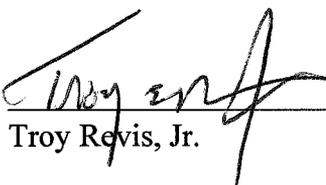
The foregoing Policy is hereby adopted by the Selectboard and the Treasurer of the Town of Guilford, Vermont, this 25th day of Nov 2013 and is effective as of this date until amended or repealed.

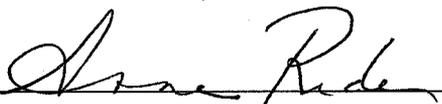
Guilford Selectboard:

Guilford Town Treasurer:


Richard J. Clark, Chairman


Penny Marine


Troy Revis, Jr.


Anne Rider