

**TOWN OF CLARENDON, VERMONT
PURCHASING POLICY**

CLARENDON TOWN CLERK'S OFFICE
Rec'd for record 4/11 2023 AD
at 9 o'clock 30 minutes A M
Recorded in Book 35 Page 308
Attest: Maria Menard Town Clerk

I. PURPOSE

The purpose of this Purchasing Policy is to obtain the highest quality goods and services for the Town of Clarendon at the lowest possible price, to exercise financial control over the purchasing process, to clearly define authority for the purchasing function, to allow fair and equal opportunity among qualified suppliers, and to provide for increased public confidence in the procedures followed in public purchasing.

II. CODE OF CONDUCT

See Town of Clarendon's Conflict of Interest Policy (2017).

III. DEFINITIONS

1. **Major Purchases:** those purchases calling for delivery of goods or services in the amount of \$5,000.00 or more;
2. **Regular Purchases:** those purchases calling for delivery of goods or services in the amount of \$1,000.00 to \$4,999.99;
3. **Incidental Purchases:** those purchases calling for delivery of goods or services in the amount of less than \$999.99;
4. **Commodity Purchases:** those purchases calling for the delivery/pickup of commodities;
5. **Emergency Purchases:** necessary purchases of supplies and/or services when an emergency threatens the health, lives, or property of the residents of Clarendon, or threatens the property of Clarendon, or the delivery of necessary services to the residents of Clarendon.

IV. PROCEDURES

1. **Major Purchases** require a formal bid process. The Board of Selectmen, Department Head or its designee shall make all major purchases. The Board of Selectmen, Department Head or its designee shall prepare or cause to be prepared, specifications or a request for proposal for the goods or services required, and shall advertise an Invitation to Bid as widely as possible. The Invitation to Bid shall include the following:
 - a. The location, time and place for receiving and opening sealed bids;
 - b. Information on how to obtain bid specifications and bid forms, of the request for proposal;
 - c. A description of the goods or services for which bids are to be received;
 - d. The right of the Town of Clarendon to reject any or all bids if such action is deemed in the best interest of the municipality.

- e. An outline, where appropriate, of the insurance requirements of the municipality in order to limit the municipality's risk.

Such bids shall be opened publicly at the time and place specified in the published notice. Contracts for major purchases shall be awarded by the Board of Selectmen.

2. **Regular Purchases** must be accomplished through competitive solicitation, but not necessarily through formal bids. The Selectboard, Department Head or its designee shall make regular purchases. Regular purchases may be made through formal bid or written or oral quotation at the discretion of the Select Board, Department Head or its designee. Bids or quotations should be sought from at least three vendors unless a sole source is approved as per Section VII below. Regular purchases shall follow established procedures for requisitions, invoices, verification and payment.
3. **Incidental Purchases** may be accomplished without the solicitation of bids or quotations. However, if practicable, quotations should be solicited. The Selectboard, Department Head or its designee shall make incidental purchases. As with regular purchases, incidental purchases shall be accomplished in a manner consistent with procedures adopted by the Selectboard.
4. **Commodity Purchases** –The Road Commissioner shall solicit prices for goods from vendors and compile a list of said goods for the Board of Selectmen to review, by April 1st of each year. The Board of Selectmen shall review the price list and approve it. If prices rise within that year, the Road Commissioner shall go before the Board with updated pricing, and request approval for the new pricing.
5. **Emergency Purchases-** The Board of Selectmen, Department Head or its designee shall make emergency purchases. The Board of Selectmen shall be notified, within twenty-four (24) hours of the transaction, of all purchases over \$5,000.00 made under this emergency clause.

Emergency purchases can be costly. They are made hurriedly, usually without competitive bidding, and often not at the best price. Consequently, every effort should be made to avoid them.

V. VENDOR SELECTION

Vendors will be selected on a competitive basis. Purchases will be awarded to the least costly, best-qualified and most responsible vendor. Any or all bids, quotations or proposals may be rejected if such action is deemed to be in the best interest of the municipality.

VI. TOWN COMMITTEES AND COMMISSIONS

All Town committees and commissions shall follow the guidance within this policy.

VII. EXCEPTIONS

The Board of Selectmen may waive the bid process or approve a sole source solicitation for Major Purchases when they deem it to be in the best interest of the municipality. Sole source solicitations should be reviewed to determine that the price offered is fair and reasonable or that there is only one manufacturer/supplier of the goods or services to be purchased.

The purchase of professional services shall normally be exempt from the formal bid process. It is recognized that proposals for professional services (including, but not limited to, legal counsel, insurance, engineering/architectural services and some other consulting services) are difficult to compare and that weight must be given to many considerations other than price. In any case, the purchase of professional services whose cost is expected to exceed \$5,000.00 for a project must be approved by the Board of Selectmen.

The following items may be exempted at the discretion of the Board of Selectmen, from both the bid and quotation process:

- Repairs on equipment
- Utilities
- Service contracts

Purchases made subject to existing contracts issued by the State of Vermont shall be deemed in compliance with the provisions of this policy.

This amended Policy shall be entered in the minutes of the Board of Selectmen's meeting.

The foregoing amended Policy is hereby adopted by the Board of Selectmen of the Town of Clarendon, Vermont, this 10th day of April 2023, and is effective as of this date until amended or repealed.

Board of Selectmen



Michael Klopchin



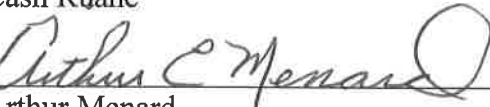
George Ambrose



Robert Congdon



Cash Ruane



Arthur Menard

I hereby acknowledge by the signature that I have received on _____, 2023, a copy of the Town of Clarendon's Purchasing Policy, that was adopted by the Clarendon Board of Selectmen at the April 10, 2023 Selectboard Meeting.

Name

Date