



TOWN OF CANTON

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TOWN OF CANTON PURCHASING AND BIDDING PROCEDURES

I. INTRODUCTION

The following are the procedures to be utilized by town staff when purchasing goods and services. The objectives of these procedures are:

1. To ensure that all transactions are honest and impartial; and
2. To ensure the efficient and economical expenditure of town funds.

II. PURCHASE ORDERS

Purpose

The Purchase Order is an instrument designed to expedite, control, and centralize purchasing for the Town of Canton. The Purchase Order is the vendor's authority to deliver and charge for the desired goods or services. It is the town's commitment for the value of those goods or services.

Procedure

1. Purchase orders will be completed by the department heads. Purchase orders do not need to be completed for utilities and expense reimbursements such as mileage or travel.
2. If goods or services are valued at less than \$250, the department head can order the goods and services directly without issuing a purchase order.
3. If the cost of goods or services are between \$250 and \$3,000 the Chief Administrative Officer's approval is required prior to the goods or services being purchased.
4. Purchase orders must be input into the MUNIS system. If the balance remaining in a line item is inadequate, the Finance Officer must be contacted so that an override can be authorized.

III. EXCEPTIONS TO THE NORMAL PURCHASING PROCEDURES

Introduction

Purchasing procedures must be flexible enough to deal with true emergency situations. An emergency purchase is any purchase necessitated by uncontrollable circumstances during a time when the normal purchasing procedures is impractical or when the failure to make the purchase is potentially hazardous to the life or health. Failure to properly plan routine purchases is not considered a basis for emergency purchases.

Procedure

In case of an emergency purchase the department head will contact the vendor and instruct the vendor to reference the number on the invoice relating to that order. (I.E. DPW-001; WPCA-001; P&R-001) A purchase order will be prepared in the usual way no later than the next working day following the emergency purchase.

1. Extreme care must be taken in the use of emergency purchases. It must not be used as a method of evading the purchasing system. Every effort should be made to keep emergency purchases to an absolute minimum.
2. Because of the unusual nature of equipment repairs and the necessity to prevent delays and maintain operations, unforeseen repairs or equipment breakdowns will be considered emergencies if circumstances dictate that the equipment be repaired immediately. Where possible, competitive pricing should be obtained for purchases made. This procedure will be allowed for unforeseen repairs or equipment breakdowns only, and not for routine maintenance.

IV. ETHICS AND VENDOR RELATIONS

Ethics

Purchasing activity, due to its nature, is subject to public scrutiny. It is of paramount importance that dealings with an appearance of conflict will be avoided. The Towns' purchasing practices are guided by the principles that a competitive purchasing procedures will result in honesty and impartiality.

Not following proper purchasing procedures and ethics could result in legal action being taken against the Town, the Department Head, or the vendor, or may result in the bid award being overturned. The Department Head is responsible to insure the procedures and intent of the purchasing procedures are followed.

Vendor Relations

Prompt, fair and courteous treatment should be given to vendors at all times. Vendor disputes are inevitable, but should be settled promptly, fairly and only on the basis of facts. It is important that any unfavorable interaction with a vendor be reported to the Chief Administrative Officer.

V. BIDS AND QUOTATIONS

Introduction

All purchasing by the Town of Canton is to be done on a competitive basis. The method utilized depends on the dollar amount of the purchases involved.

Purchase of Goods or Services for Less Than \$250

Purchases of \$250 or less do not require a purchase order.

Purchase of Goods of Services between \$250 and \$3,000

1. All purchases between \$250 and \$3,000 must have an approved purchase order and verbal quotes prior to purchase. All verbal quotes must be documented in writing by the person who received them.
2. A Purchase Order Worksheet must be completed.

Purchase of Goods or Services between \$3,001 and \$7,500

1. All purchases between \$3,001 and \$7,500 must have an approved purchase order and three written quotes prior to purchase.
2. A Purchase Order Worksheet must be completed.

Purchase of Goods or Services over \$7,500

All purchases of goods and services greater than \$7,500 must be by sealed bid. The following procedures must be followed:

1. Invitation for Bids: An invitation for bids shall be issued and shall include specifications, and all contractual terms and conditions applicable to the procurement.
2. Public Notice: Public notices must be published in a manner which shall reasonably guarantee a competitive bid process. This can include publishing notices in one or more of the following; 1) The Town web page, 2) The Department of Administrative Services web page and/or 3) A newspaper having circulation in the Farmington Valley or Hartford area. The public notice shall state the place, date, and time sealed bids will be opened.
3. Bid Opening: Bids shall be opened publicly in the presence of one or more witnesses at the time and place designated in the invitation for bids. The amount of each bid, and such other relevant information, together with the name of each bidder shall be recorded; the record and each bid shall be open to public inspection. Bids returned later than the time or date specified cannot be considered, and will be returned to the bidder unopened.
4. Bid Acceptance and Bid Evaluation: Bids shall be unconditionally accepted without alteration or correction. Bids shall be evaluated based on the requirements set forth in the invitation for bids, which may include criteria to determine acceptability such as inspection, testing, quality, workmanship, delivery, and suitability for a particular purpose.
5. Award of contract: The Town of Canton reserves the right to accept or reject any or all bids. If a contract is awarded, it shall be to the lowest responsible bidder, who shall be determined by the following factors in addition to price:
 - The ability, capacity and skill of the bidder to perform the contract.
 - A review of the contractor's references
 - The previous and existing compliance by the bidder with laws and ordinances relating to the contract or service.

- The ability of the bidder to perform the contract or provide the service.

Exceptions to Bids and Quotations

1. Purchases made through regional organizations or state agencies (state bid, CRCOG, CIRMA) when the product or services offered have already been selected through a competitive process.
2. When the nature of the services to be performed are best provided by one source because of the sources expertise or prior knowledge, or when one material is most suitable and that material is only reasonably obtainable from one source.
3. When Federal or State laws or regulations proscribe procedures different than those found in these Purchasing Procedures.

Emergencies

The procedures outlined for purchases over \$7,500 may be waived by an affirmative vote of the Board of Selectmen. All other procedures may be waived by approval of the Chief Administrative Officer or the First Selectmen.