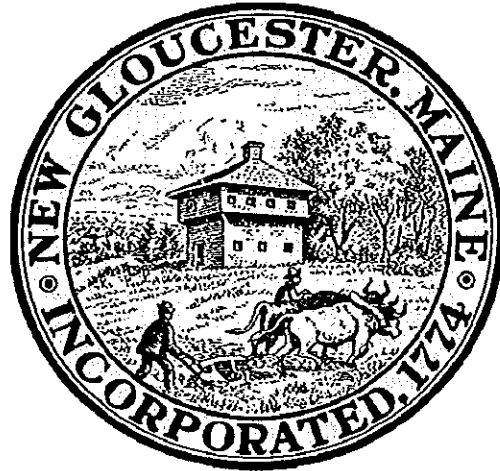


Town of New Gloucester



Purchasing Policy

Adopted November 19, 2012
Amended September 21, 2020

Town of New Gloucester Purchasing Policy

I. Purpose

The purpose of this policy is to establish purchasing procedures which are to be utilized by all Town Departments. It is the responsibility of all Town employees to purchase goods or services that provide the best value consistent with the needs of the Town. The goods and services shall be purchased within the restrictions of the budgeted funds available. Unless otherwise provided by law, the Town shall make purchases of goods or services as stated in this policy.

II. Purchases and Contracts

- A. Purchases for goods or services which involve expenditures of less than \$ 2,500 may be made after the Town Purchasing Agent (or Agent designee) has researched and shopped for the best price and quality of the product or service desired. The purchase must be approved by the appropriate Department Head and the Town Manager.
- B. Purchases for goods or services, which involve expenditures **with a cumulative total of** \$2,500 to \$5,000, may be made after at least three (3) recorded quotations are received and approved by the Department Head and the Town Manager.
- C. The Town may accept contract pricing for goods or services; however, it is not obligated to purchase from a vendor who guarantees a rate if a lower price is available.
- D. The procurement of goods or services, which involve expenditures of more than \$5,000, must be made through a competitive bid process under the direction of the Purchasing Agent unless the Town wishes to utilize best low pricing from the established Preferred Vendor List.
- E. Planning Board Peer Review Process. According to section 7.6, or the appropriate corresponding ordinance section of the New Gloucester zoning ordinance, "The Planning Board may, at any time, determine that it requires legal or technical assistance in addition to regular town staff for proper consideration of the application. The peer review process is not subject to the guidelines of this policy, as "the choice of personnel to provide such expertise shall lie entirely with the [Planning] Board, provided that such expertise is "deemed as competent."

III. Competitive Bid Process

- A. The Town Manager shall ensure that a requesting department prepares the invitation to bid includes:
 - 1. Specifications for the goods or services (The Board of Selectmen approves all specifications for items that go out for a sealed bid.)
 - 2. Public notice given as determined by the Town Manager.
 - 3. Statement that sealed bids will be accepted until a predetermined date and time.
 - 4. Statement of the time and location of the public bid opening.

- B. Bids may be awarded to the bidder who meets the specifications and submits proper insurance requirements. The Town of New Gloucester reserves the right to reject any and all proposals, to waive technical, or legal deficiencies, and to accept any proposal that it deems to be in the best interest of the Town. The Town may also seek to utilize the services from the Preferred Vendor List as established.

- C. The Board of Selectmen may waive the competitive bid process when:
 - 1. Emergencies or justifiable special circumstances require the timely procurement of goods or services;
 - 2. There is only one source of supplier; or there is a local preferred Vendor on the approved "Preferred Vendor List"
 - 3. The service or products are received through the state or other joint bid processes or the state and/or other joint bid process pricing is matched.

IV. Payment for Goods or Services

- A. Payment requests for any purchases of \$2,500 to \$5,000 or *greater* must include:
 - 1. Invoice signed as approved by Department Head;
 - 2. Department account to be charged written on the warrant voucher and approved by the Town Manager.
 - 3. Invoice, packing slip, or receipt attached to the warrant voucher

- B. Payment requests for purchases *less* than \$2,500 must include the Invoice with the account to be charged written on the invoice and signed as approved by the Department Head.

V. Accounting for Purchases

- A. Posting of purchases to the appropriate budget line is required. If the purchase will create an overdraft or negative balance in the budget line, the purchase must be approved in advance by the Town Manager.


- B. Any purchase that is required for the operation of the Town that will further overdraw a budget line **MUST** be approved in advance by the Town Manager.

VI. Amendments, State Laws and Limitations

- A. This policy may be changed by the Board of Selectmen at their discretion.

- B. Any part of this policy is subject to present and future laws of the State of Maine which regulates municipal spending, any conflict between this policy and Maine law shall be superseded by Maine State law.

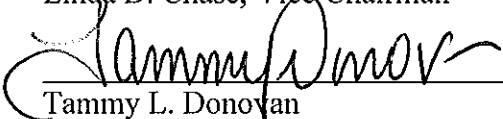
Signed and approved by the Board of Selectmen on September 21, 2020



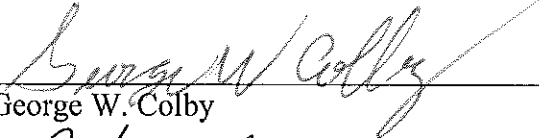
Karen L. Gilles, Chairman



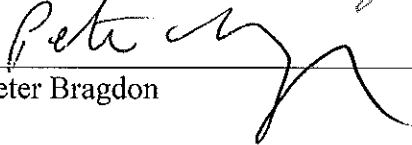
Linda D. Chase, Vice Chairman



Tammy L. Donovan



George W. Colby



Peter Bragdon