

# MEMO

Date: April 27, 2021

To: Matthew Strugis, Town Manager

From: John Quartararo, Finance Director



Re: Policy Purchasing Procedure Update

CC: Debra Lane, Town Clerk

Included with this memo are the following files:

1. Policy Purchasing Procedure – Draft 04272021 – Redline and
2. Policy Purchasing Procedure – Draft 04272021.

This is the first redrafting of the purchasing policy since its adoption in August 2011. One of the issues brought up by the previous Council was to update the policy and increase the thresholds as they apply to purchases and bids requirements.

The policy updates the following items:

1. Sets a value of up to \$500.00 in purchases without the need for a purchase order;
2. Sets a value of \$500.00 to \$1,499.99 for purchase requiring the use of a purchase order with Town Manager approval;
3. Sets a value of \$1,500 to \$9,999.99 requiring a minimum of 3 bids and the Town Manager's approval;
4. Sets a value of \$10,000 and over requiring a full sealed bid process
5. Change the basis for acceptance of sealed proposal from "lowest, best bid" to "lowest responsible bid",
6. Adds a criterion of evaluation for bidder's adherence and responsiveness to the bid specification.
7. Breaks up the paragraphs in section VII and IX into sections that are more manageable.
8. Defines the Town Manager as the only Town employee authorized to sign contracts for the purchase of goods and services.

The redline document shows where changes were made from the original policy to the proposed policy, and the second document is the final, policy statement with the proposed changes completed.