

**TOWN OF GLASTONBURY
PURCHASING POLICY
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PURCHASING ARTICLE I: PURCHASING POLICY**1. Purchasing Objectives**

- 1.1 To establish the responsibility of the purchasing function as being vested in the Purchasing Agent only. The Town Manager appoints the Purchasing Agent to serve for every Town department agency, board or commission. The Town Manager may also appoint the Purchasing Agent to serve the Board of Education for school building projects or capital improvement renovations or those projects that serve both the Town and the Board of Education.
- 1.2 To procure materials, supplies, equipment and services at the lowest cost consistent with the quality and service rendered. Services include professional and construction contracts.
- 1.3 To maintain standards of quality in materials, supplies, equipment and services.
- 1.4 To conduct purchasing without regard to the political affiliation, race, sex, age, religion, national origin, disability, familial relationship or business associations of vendors, contractors or consultants.

2. Duties of the Purchasing Agent

The Purchasing Agent shall have the responsibility for approval of specifications for equipment, materials, supplies or services to be acquired, as submitted by departments. The Purchasing Agent shall consult with the various departments concerning the quality of the goods and services to be purchased.

- 2.1 **Contracts:** The Purchasing Agent is responsible for coordinating the signing and distribution of all contracts related to the procurement process or certain special projects as designated by the Town Manager.
- 2.2 **Scheduled Buying:** The Purchasing Agent may buy items which are used on a volume basis by the Town departments. Town departments may be required to submit departmental supply and material requests to the Purchasing Agent. Departments will comply with the ordering schedules that may be established by the Purchasing Agent.
- 2.3 **Relations with Vendors:** The Purchasing Agent shall strive to establish a relationship of mutual confidence and satisfaction between the Town and its vendors.
- 2.4 **Civil Rights Compliance:** The Purchasing Agent shall notify vendors from whom the Town purchases materials, supplies, equipment and services of the Town's Affirmative Action plan which requires that vendors comply with the provisions of the Civil Rights Act of 1964, the Equal Opportunity Act of 1972, and where applicable, the Connecticut Fair Employment Practices Law, as may be amended.

- 2.5 **Capital Improvement Projects (CIP):** Upon approval of the Town’s annual CIP and Operating budget, and prior to the start of the new fiscal year, the Purchasing Agent and the department/project manager will review all CIP projects approved for funding to determine the method of procurement that is deemed to be in the best interest of the Town.
- 2.6 **Cooperative Purchasing:** The Purchasing Agent may make arrangements for purchasing in conjunction with other units of government, cooperatives or the Board of Education. The use of cooperative contracts for purchases over the sealed bid limit shall be reviewed with the Purchasing Agent prior to issuance of a purchase requisition by the department. The Purchasing Agent may direct departments to obtain quotes from other vendors or cooperatives where possible. Departments using state contracts with multiple awarded vendors shall be required to obtain quotes from more than one vendor and submit the quotes with the purchase requisition, whenever possible.

Upon approval from the Purchasing Agent departments using these competitively bid cooperative contracts shall accurately reference the contract information on the MUNIS purchase requisition in the “Vendor/Sourcing Notes” section and when directed by the Purchasing Agent shall also attach supporting documentation from the applicable contract.

The Purchasing Agent shall also have authority to reject the purchase requisitions and direct the department to prepare a competitive solicitation when it is deemed to be in the best interest of the Town.

3. Normal Purchasing Procedures

- 3.1 The department/division head will designate and authorize staff personnel to prepare purchase requisitions. Purchase requisitions will be prepared by the authorized individual.
- 3.2 All purchase requisitions must be approved by the Department Head or an authorized Approver established within the Town’s financial system. The purchase requisition will be converted to a purchase order and released for approval by Purchasing.
- 3.3 No purchase order/requisition will be processed for amounts that are less than \$100.
- 3.4 All purchase requisitions will be converted to purchase orders by Purchasing.
- 3.5 Purchases under **\$2,500** shall be made by standard purchase order procedure. Purchases **between \$2,500 and \$10,000** shall **include telephone quotation forms** submitted to Purchasing along with the purchase requisition. It is incumbent upon staff to check vendor pricing regardless of the prescribed dollar limits. Three quotes shall be obtained whenever possible.
- 3.6 Purchases **between \$10,001 and \$24,999** shall be made by **formal written quotation** with the on-line form available and **administered** by Purchasing. Any subsequent purchase requisitions shall indicate the “quotation number”. Three

quotes shall be obtained whenever possible.

- 3.7 Purchase order requests of **\$25,000 or over require sealed bids**. Sealed bids shall be administered by the Purchasing Agent. Sealed bids may be requested at any dollar level if deemed to be in the Town's best interest to do so. Any subsequent purchase requisitions shall indicate the "bid number" in the "Vendor/Sourcing Notes" section on the purchase requisition form.
- 3.8 Purchase orders will **NOT** be approved unless appropriated funds are available.
- 3.9 **PO Delivery Method:** Purchase orders can be distributed through the following methods: U.S. Mail, Fax or Email. These methods are established in MUNIS within the vendor record. Purchasing can override any of these methods during the purchase requisition conversion process as applicable or when instructed by the user department.

4. **Confirming Emergency Purchase Orders**

- 4.1 "Emergency" situations shall be defined as those in which Town operations would be seriously hampered; or immediate preservation of the public peace, health and safety of the general public is seriously threatened.
- 4.2 Under conditions enumerated in Section 4.1, department heads may authorize purchase of necessary goods and services (without the requirement to competitively quote or bid the purchase as defined above), after the approval of the Purchasing Agent, if the emergency situation arises during normal working hours. Emergency purchase requisitions are to be prepared and released to Purchasing within 48 hours of the purchase.
- 4.3 For emergency purchases after normal working hours when Purchasing is closed, confirming emergency requisitions are to be completed and released to Purchasing within 48 hours of the purchase.
- 4.4 The Town Manager shall be advised of the emergency purchase within 24 hours. The Town Manager will initiate a request for approval from the Town Council. For the purpose of meeting an emergency as herein defined, or to prevent the breakdown of any essential service rendered by the department, board, commission or agency of the Town, the Town Council may appropriate a sum of up to \$25,000 as provided in the Town Charter, Section 311. Upon approval the department will prepare and process the necessary "confirming" purchase requisition to Purchasing. Immediately following the emergency purchase, the appropriate department head shall document in the form of a written report to the Town Manager (C: Purchasing Agent) the circumstances that required the emergency purchase.

5. **Routine Confirming Purchase Orders**

The use of confirming orders shall be **DISCOURAGED** by Department Heads.

- 5.1 Confirming orders may be approved by Purchasing for non-emergencies.

- 5.2 The request for a confirming purchase shall be made **prior** to vendor contact. A confirming purchase requisition shall be prepared and released to Purchasing within 48 hours of its issuance.
- 5.3 A confirming purchase order will be issued and may be sent to the vendor as required after the order has been placed. The requisition shall be marked “confirming” in the area provided to advise the vendor of the previous order placement and to avoid duplication. This procedure is normally used to facilitate order placement and delivery. If required, competitive solicitations are obtained before the verbal order is placed.

6. **“Blanket” Purchase Orders**

- 6.1 Blanket Purchase Orders can be used for Commodities, Supplies and Services.
- a) The use of “Blanket” purchase orders will be a negotiated process between vendors and Purchasing. Department heads wishing to avail themselves of this service should contact Purchasing. The Purchasing Agent will make the determination as to applicable vendors and Town personnel authorized to pick up supplies and parts.
 - b) Department heads shall designate a specific amount limitation which will be stated based on the historical average payments made to the vendor annually.
 - c) Only authorized individuals will be able to pick up supplies and parts.
 - d) No single item over \$500 will be chargeable on “blanket” purchase orders with the exception of construction materials or professional services that have been previously procured through a competitively bid contract or as approved by the Purchasing Agent. All Capital Outlay items require a separate purchase order and shall not be processed through a Blanket Purchase Order.
 - e) Blanket purchase orders will be made by issuing one single purchase order number.
 - f) Departments will be responsible to check invoices against the receiving slips and verify them against the vendor’s statements.
 - g) Blanket purchase orders will state the “Blanket period” for the current fiscal year only. The Blanket period will not exceed the 12 month fiscal calendar period and in some cases the Blanket period required may be less than one year. In all cases the Blanket purchase order will be closed out at the end of the fiscal year and if required, reissued for the new fiscal year.

6.2 **Central Inventory, Facilities and Fleet Divisions**

- a) In addition to the procedures outlined in section 6.1 (a) through (g) the following must also be implemented for central inventory, facilities and fleet divisions.
- b) In order to provide a clear mechanism to pay vendor bills and then distribute costs to the department for which the services were performed, applicable purchase orders and invoices will be charged out of Central Inventory.
- c) Each purchase order of this type will cover a certain definite time period. When that period is ended, Accounting will compare or match delivery slips to actual vendor invoices. Do NOT distribute costs to other departments at this time.
- d) The Fleet Division will prepare an Expenditure Distribution Report which will redistribute costs from the Central Inventory account to the Departmental accounts

which actually incurred the cost. Accounting will verify and complete the redistribution. Vehicle related amounts to be distributed will be taken from the Fleet Division Monthly Reports.

- e) The Facilities Maintenance Division will prepare an Expenditure Distribution Report which will redistribute costs from the Central Inventory account to the Departmental accounts which actually incurred the cost. Accounting will verify and complete the redistribution. Maintenance related amounts to be distributed will be taken from the Facilities Maintenance Monthly Reports.

7. **Vendor Records (Adding, Changing)**

- 7.1 Requests for *new vendors* shall be in writing, using the New Vendor Application Form (**Exhibit D**). This form shall be forwarded to Accounting.
- 7.2 Accounting will verify if the vendor record already exists in the MUNIS financial system and verify that the appropriate Federal and State tax information has been obtained by the user department to establish the vendor record. If there is no vendor number in the system, Accounting will forward the form to Purchasing where one will be established in the MUNIS system. If a new number is established it will be forwarded through email to the originating department; Purchasing will also notify the department if the vendor already exists.
- 7.3 Requests for *changes to current vendors* should be in writing to Purchasing (email preferred) with supporting documentation.
- 7.4 Vendor data in the MUNIS financial system will be maintained and updated only by Purchasing.

8. **Closing Purchase Orders**

- 8.1 Closing Issued Purchase Orders
 - a) On the body of the green receiving copy of the purchase order indicate the reason, the date and the full signature of the individual initiating the action. All open invoices against a purchase order must be processed prior to closing the purchase order. When no purchases have been made or will be made against any issued purchase order it should also be closed. Return the green copy to Accounting where it will be reviewed to determine there are no outstanding invoices to be paid. Accounting will then forward the purchase order to Purchasing to be closed.

PURCHASING ARTICLE II: THE QUOTATION PROCESS**1. Telephone Quotation Preparation Procedure**

1.1 Telephone quotations are required for purchases between \$2,500 - \$10,000. A summary of the telephone quotation shall be completed using the “Telephone Quotation Form” located on the shared drive. Wherever possible, three quotations shall be obtained. (When it is not possible to obtain three quotes, users shall indicate the reason why in the recommendation area on the form.) A copy of the quotation form shall be forwarded to Purchasing electronically along with the purchase requisition through email or attached to the requisition in MUNIS (the preferred method). See **Exhibit A “Telephone Quotation Form”**. Note: Users can shall receive the quotes either verbally or in writing from the vendors and then use the form to summarize the quotes.

- a) List the item being quoted.
- b) Provide a detailed description of the item being quoted.
- c) Provide the complete name, address, contact, telephone of vendor quoted.
- d) Date and time of each quote received.
- e) Terms and unit price and total of each quote received.
- f) The user shall provide a recommendation for purchase.
- g) User shall print their name and title, sign and date the quote form.

2. Written Quotation Preparation Procedure

2.1 Purchases between \$10,001- \$24,999 shall be made by formal written quotation on forms available on the shared drive. The user department shall confirm to Purchasing that funding is in place for the purchase by providing the general ledger account number and the estimated budget amount when requesting the quotation number. Any purchase on behalf of the Board of Education shall be identified as such for tracking of In-Kind Services. Written quotations submitted by facsimile transmission or through email transmission will be administered and accepted **only at the office of the Purchasing Agent**. The request for quotation shall be prepared, in part, by the user department and submitted electronically to Purchasing for processing. The department requesting the written quotation shall also indicate the estimated “total” value of the quotation and the general ledger account number to which the purchases will be appropriated to. See **Exhibit B – “Written Quotation Form”**.

- a) Type in complete name, address, telephone, fax number(s) and email address (if available) of vendors. (the process shall be the same on all forms for each vendor, a minimum of three vendors is required where possible).
- b) Chargeable Account Numbers(s): Type in Org / Object Number(s)
- c) FOB: Type in “Glastonbury”
- d) Complete item quantity and description; if additional specifications are attached please indicate “See Attached Specifications” on the quote form. Include a copy of specifications for the purchasing file along with the quote.
- f) Originating Department: Type in Name of department.
- g) Copies – The requester shall direct bidders to submit an original and one copy of their quotation directly to Purchasing.

- h) The requester shall submit the request for quotation form electronically to Purchasing for processing.

If the user department has no vendors identified or does not know more than one or two vendors, Purchasing will complete with additional vendors as possible.

Whenever possible vendors will be allowed ten (10) business days in which to respond to the written quotes. Quotations will only be accepted at the office of the Purchasing Agent and may be submitted by facsimile, email, US mail or other outside courier.

Purchasing will electronically record all quotes received and prepare a summary recap as feasible depending on the quotation options and alternatives. Purchasing will then forward a photocopy of all quotes received along with any summary and any back up information to the user department for review and recommendation.

The user department will review all quotes received, prepare a recommendation for award which may include a more detailed departmental recap sheet as necessary reflecting the quotation results. In cases where more than one option has been requested the user department shall indicate to the Purchasing Agent which option is preferred for award and detail the reason(s) why.

In cases where the low quote is not being recommended for award the user department shall clearly document to the Purchasing Agent the reasons for selecting another vendor, e.g. delivery, quality, vendor experience with the Town, etc. The Purchasing Agent may at his/her own discretion require additional information or may seek the approval of the Town Manager.

Purchasing will award the vendor through correspondence and where required request new vendor documents and Certificate of Insurance. Upon receipt of the required documents, Purchasing will notify the user department that a requisition may be entered into MUNIS. Purchasing will notify all unsuccessful vendors of their status.

PURCHASING ARTICLE III: BID PREPARATION

1. Sealed Bid Specifications

- 1.1 Purchases of \$25,000 or over shall be made by sealed bid. The user department shall confirm to Purchasing that funding is in place for the purchase by providing the general ledger account number and the estimated budget amount when requesting the bid number. Any purchase on behalf of the Board of Education shall be identified as such for tracking of In-Kind Services. Purchasing shall assist the user department with standard front end documents, development of administrative bid specifications and appropriate timeline for the solicitation. Sealed bids will be administered and accepted **only at the office of the Purchasing Agent**. The user department shall be responsible for development of technical bid specifications, either independently or in conjunction with a consultant. If in conjunction with a consultant, the user department shall be responsible for overseeing and verifying the accuracy, suitability and completeness of the technical specification prior to submission to Purchasing. Specifications should be complete, thorough and provide for competitive bidding. Alternatives & Options if any should be clearly identified in the solicitation and wherever possible inserted at the end of the specifications. If the user department is

requesting invitations to be sent to particular vendors they must attach a list of complete names and addresses, including telephone, fax numbers, email addresses, and contact person with title.

- a) No bid shall be prepared to one vendor's exact specifications to exclude another comparable vendor(s).
- b) Alternate options may be included in a bid as deductions from or additions to the bid amount.

2. **Waiver of Bid**

- 2.1 A waiver of bid is required for an exception to the Sealed Bid process. The waiver request shall specify the reasons for the Waiver (such as single source) in writing. The waiver request with all supporting documentation shall be directed to the Town Manager (C: Purchasing) for approval, including approval by the Board of Finance and Town Council. Upon approval the Purchasing Agent shall receive notification of the request for a waiver of bid and any resulting action. If approved, Purchasing shall notify the user department to issue a purchase requisition.

3. **Bid Security**

- 3.1 Bid Security shall be requested in the bid specifications for projects involving significant funding. A general guideline for this requirement is any project estimated to be \$50,000 or greater shall include bid bonds and payment/performance bonds. Bid Security may be waived at the discretion of the Purchasing Agent except as required by governing laws and statutes.
- 3.2 **Additional Bid Security Requirements for Nonresident Contractors:**
The awarded non-resident contractor is responsible to file a surety bond for 5% of the contract price with the State of Connecticut Department of Revenue Services for any **unverified nonresident prime or general contractor** where the contract price for the project is \$250,000 or more. The user department shall obtain verification from the awarded non-resident contractor prior to releasing any invoice for payment.

4. **Legislative and Legal Requirements**

- 4.1 Non-discrimination clauses shall be required in all bid specifications.
- 4.2 Affirmative action statements shall be required of all vendors at time of notification of award.
- 4.3 Prevailing wage rates shall be included in all bid specifications as required by State and Federal law when applicable.
- 4.4 State of Connecticut – Department of Administrative Services (DAS) prequalification shall be included in all bid specifications for projects estimated to cost more than \$500,000 which are funded in whole or in part with state funding, except a public highway or bridge project.

- 4.5 State of Connecticut – Commission on Human Rights and Opportunities (CHRO) Set-Aside goals shall be included in all bid specifications for projects that involve state funding of \$50,000 or more.
- 4.6 Bids shall require the disclosure of all past and pending mediation, arbitration and litigation cases that the bidder or its principals, regardless of their place of employment, have been involved in the most recent five years.
- 4.7 Bids shall require that the bidder or its principals, regardless of their place of employment, shall not have been convicted of, nor entered any pleas of guilty, or nolo contendere, or otherwise have been found liable or responsible for any criminal offense or civil action. Bidder shall not be in violation of any State or local ethics standards or other offenses arising out of the submission of bids or proposals, or performance of work on public works projects or contracts.

5. **Certification as to No Use of Natural Gas Waste or Oil Waste from Natural Gas Extraction Activities or Oil Extraction Activities**

- 5.1 All bid specifications related to either (a) the purchase or acquisition of materials to be used to construct, repair or maintain any Town owned and/or maintained road or real property within the Town or (b) the performance of services to construct, repair or maintain any Town owned and/or maintained road or real property within the Town, shall include the provision in Section 5.2 below.
- 5.2 For all bids related to either (a) the purchase or acquisition of materials to be used to construct, repair or maintain any Town owned and/or maintained road or real property within the Town or (b) the performance of services to construct, repair or maintain any Town owned and/or maintained road or real property within the Town, the bidder shall include in its bid the following signed statement, which shall be a certification under penalty of perjury by the bidder:

“The undersigned bidder, _____, hereby submits a bid for materials, equipment and/or services for the Town of Glastonbury. The bid is for bid documents titled _____.”

The undersigned bidder hereby certifies under penalty of perjury that in connection with the bid and, if it is awarded the purchase order or contract by the Town, in connection with any purchase order or contract: (a) no materials containing natural gas waste or oil waste from natural gas extraction activities or oil extraction activities shall be provided to the Town or shall be used in providing any services to the Town by the undersigned bidder or any contractor, sub-contractor or agent of the undersigned bidder; (b) nor will the undersigned bidder or any contractor, sub-contractor or agent of the undersigned bidder apply any natural gas waste or oil waste from natural gas extraction activities or oil extraction activities to any publicly owned and/or maintained road or real property within the Town of Glastonbury in performing its obligations under the purchase order or contract.

The undersigned bidder hereby agrees and acknowledges that this requirement shall be a term of the purchase order or contract, if it is awarded the purchase order or contract by the

Town, and any breach of this provision shall be a breach of the purchase order or contract.”

PURCHASING ARTICLE IV: PROFESSIONAL SERVICES PROCUREMENT

1. Sealed Professional Services Definition and Policy Reference

- 1.1 Professional services procurement is applicable for services that involve the expenditure of twenty five thousand dollars (\$25,000) or more. Professional Services shall mean those services within the scope of the practice of architecture, professional engineering, registered land surveying, appraisers, financial, legal, or any other professional services as defined by the Town Manager.
- 1.2 Professional Services Procurement shall be in accordance with Administrative Services Procedures, Section V, incorporated herein by reference. (Please see policy for Professional Services Procurement.)

PURCHASING ARTICLE V: SEALED BID DISTRIBUTION

1. Notice to Bidders

- 1.1 Purchasing will advertise the bid legal notice for publication at least ten (10) days before the bid opening. Advertisements and notices are published in a newspaper having a general audience circulation. Notices are also posted on the Town of Glastonbury website and on the State of Connecticut - Department of Administrative Services (DAS) web portal as applicable. The newspapers will be requested to return affidavits of publication only when requested by the Purchasing Agent. Purchasing shall retain a copy of the legal notice as a record of the bid file.
- 1.2 The Town does not maintain a formal Bidders list.
- 1.3 Bids shall include the following statement: “The Town of Glastonbury is an Affirmative Action / Equal Opportunity Employer. Minority / Women / Disadvantaged Business Enterprises are encouraged to bid.”
- 1.4 Bidders may be disqualified from bidding by the Purchasing Agent for the following reason(s): 1) failure to submit a bid for the commodity, item or service offered; 2) failure to act responsibly in dealings with the Town; and/or 3) failure to provide the commodity, item or service rendered.
- 1.5 Purchasing will publicly advertise the bid, post the bid documents to the Town and DAS websites and in some cases may send the invitation to bid to all firms and persons as requested by the user department. Notification of any pre-bid meeting whether optional or mandatory shall also be included in the bid documents. Any plan-holders list or pre-bid meeting attendee list shall remain confidential until an award is made as per the Connecticut Freedom of Information Act, Section 1-210.

- 1.6 Electronic copies of bids and addenda, if any will be available on the Town's and DAS websites. In cases where plan documents are included in the bid specifications additional copies of the complete bid specifications will be prepared for distribution by Purchasing or as designated in the legal notice. A fee may be required for paper copies of bid documents and specifications.

2. **Opening, Tabulation and Recommendation for Bid Award**

- 2.1 At the predetermined date and time, the sealed bids will be publicly opened and recorded. Purchasing will tabulate all bids received in a bid recap summary as feasible depending on the bid options and alternatives, and forward a copy of the bid responses along with any back up information to the user department for review and recommendation.
- 2.2 The bids will be reviewed in detail by the user department and the Purchasing Agent verifying that the lowest responsible and responsive qualified bidder meets the bid specifications and is responsible in terms of their record of prior dealings with the Town. The user department will prepare a recommendation for award which may include a more detailed departmental recap sheet reflecting the bid results. The department/division head shall return the recommendation to the Purchasing Agent within fourteen (14) days of the bid opening. In cases where more than one option has been requested the user department shall indicate to the Purchasing Agent which option is preferred for award and detail the reason(s) why.
- 2.3 In cases where the low bid is not being recommended for award the user department shall clearly document in a memo to the Purchasing Agent the reasons for selecting another vendor, e.g. delivery, quality, vendor experience with the Town, etc. The Purchasing Agent may at his/her own discretion require additional information or may seek the approval of the Town Manager.
- 2.4 If the recommendation is approved, the Purchasing Agent will prepare a notice of award requesting any necessary paperwork from the awarded vendor, e.g. bonds, certificate of insurance, affirmative action statement, code of ethics acknowledgement, etc. Purchasing will notify all unsuccessful bidders of their status. Bid results will be posted to the Town's website, where applicable.
- 2.5 Upon receipt of all of the required paperwork Purchasing will notify the user department to create the purchase requisition in MUNIS. Purchasing shall reject any approved requisitions that have been entered into the MUNIS system prior to receipt of all necessary documentation.
- 2.6 The Purchasing Agent may approve or reject the recommendation of the user department.
- 2.7 *“The Town reserves the right to waive formalities or reject any part of, or the entire bid, when said action is deemed to be in the best interest of the Town.”* This language shall be included in all bid solicitations.

3. Tie Bids

- 3.1 Local vendors - If all bids received are for the same net total amount or unit price, quality and service being equal, and no evidence of collusion exists, the award shall be made to the vendor having his principal place of business located in Glastonbury.
- 3.2 Outside vendors - When Section 3.1 is not in effect; the Purchasing Agent shall assemble three or more witnesses and toss a coin to determine the winner.

4. Bid Files

- 4.1 The completed bid files will be retained by Purchasing in the active file for six (6) years after completion for construction of projects and a minimum of one (1) year for service or supply items. Records shall only be disposed of in accordance with the records retention schedule as authorized by the State of Connecticut Public Records Administrator and approved by the Town Manager.
- 4.2 School Construction projects shall be retained indefinitely following completion of the project.

PURCHASING ARTICLE VI: PREPARATION OF PURCHASE REQUISITION AND PURCHASE ORDER**1. Preparation Information**

There are two types of purchase order forms: The on-line MUNIS Requisition which Purchasing converts to a Purchase Order and Purchase Order Change Form on the shared drive (See Exhibit E).

On-line MUNIS Requisition:

- 1.1 The department representative enters an on-line requisition into the MUNIS system to initiate the process. The system then routes the requisition to the department supervisor for approval. Purchasing converts the approved requisitions to Purchase Orders to be sent to the vendor through the method designated by the vendor, e.g. US Mail, fax or e-mail. The Purchase Order includes the vendor information and anticipated price of the purchase, as well as the account to which the purchase will be applied. Purchases are encumbered within the system to a specific budget line item; therefore the system will alert the user if an entered requisition exceeds the remaining budget for the line item to which it will be charged. Detailed MUNIS requisition entry instructions are available from Purchasing.
- 1.2 All purchase requisitions where services will be performed on Town premises shall have current certificate of insurance on file. Insurance certificates on file with the Town can be verified on the shared drive (S:) under the folder Purchasing Forms.
- 1.3 All purchase requisitions shall be in compliance with the established quotation/bid thresholds referenced in Section 3, and shall identify quotation numbers, bid numbers

or other government contract numbers when applicable.

1.4 **PO Change Order**

The PO Change Order is used to make changes to an existing purchase order. The form is located on the shared drive. The purchase order number, the original date of the purchase order and vendor number is taken from the purchase order to be changed. The change order number box denotes the change order number. Large projects can have many change orders. Since the MUNIS system controls the change order numbers for any and all changes, this number may often be different from the change order number being submitted. Users will designate the specific line item that is being changed and then enter the actual change. If adding a new PO line, insert the information in the next section of the form. The “Other Changes” section can be used for remarks or miscellaneous changes to the original PO, such as changes for internal purposes only (e.g. changes to account code classification). The change order is forwarded to Purchasing for processing to the MUNIS system. Purchasing will forward the green PO copies to the department; change orders will only be sent to the vendor when directed by the user department on the change order form.

- 1.5 Any change order associated with a contract/agreement executed by the Town Manager must be approved by the Town Manager prior to processing the purchase requisition and shall require an amendment to the agreement.
- 1.6 Upon receipt of goods or services, the green copy will be signed and forwarded promptly to the Accounting to facilitate payment to the vendor for services rendered. Any difference between the purchase order amount and the invoice amount should be resolved as quickly as possible by the user department directly with the vendor. If a mutual agreement cannot be reached, Purchasing should be notified.
- 1.7 Change Orders shall not be processed for amounts that are less than \$100.00. Change orders are not required when the amount of the change is less than 10% of the Total Purchase Order Amount.

PURCHASING ARTICLE VII: DISPOSITION OF SURPLUS PROPERTY**1. Equipment, Vehicles, Furnishings and Other Town Owned Assets:**

Equipment, vehicles, furnishings and other Town owned assets identified as being surplus shall be turned over to the Purchasing Agent for disposition.

- 1.1 The Purchasing Agent shall offer surplus that is in good condition to other Town Departments.
- 1.2 Items not needed by other Town departments shall be auctioned, sold, traded in or otherwise disposed of at the discretion of the Town Manager or the Purchasing Agent. For additional details refer to Policy: *Disposition of Surplus Property*.

PURCHASING ARTICLE VIII: CODE OF ETHICS**1. Consultant Definition**

Any “**Consultant**” meeting the provisions outlined in section 2-57 g. of the Code of Ethics will be required to sign an Acknowledgment Form prior to providing goods or services to the Town of Glastonbury and Board of Education.

“Consultant” is any independent contractor or professional person or firm that is by virtue of an award of a public bid or contract as defined in the Glastonbury Code of Ordinances Sections 2-262 and 2-263, engaged by and receives compensation from the Town or Board of Education for the purpose of providing professional, scientific, technical or other specialized opinion and is in a position to influence any decision of an Agency, Official or Employee.

2. Code of Ethics Acknowledgement Form

Purchasing will be responsible to secure the Acknowledgement Form as part of the bid / RFP process. See **Exhibit C**– “Acknowledgement Form”.

The Acknowledgement Form is available on the Town’s website. Consultants responding to a bid or RFP will be directed to obtain a copy of the form through the website. The completed form will be forwarded to Purchasing. The following language will be incorporated into the Town’s bids, RFP’s, Contracts:

Bidder is required to review the Town of Glastonbury Code of Ethics adopted July 8, 2003 and effective August 1, 2003 and revised October 29, 2013 and effective November 28, 2013. Bidder shall acknowledge that they have reviewed the document in the area provided on the bid / proposal response page (BP). The selected Bidder will also be required to complete and sign an Acknowledgement Form prior to award. The Code of Ethics and the Consultant Acknowledgement Form can be accessed at the Town of Glastonbury website at www.glastonbury-ct.gov. Upon entering the website scroll down to click on **Bids & Proposals Icon** which will bring you to the links for the **Code of Ethics** and the **Acknowledgement Form**. If the respondent does not have access to the internet, a copy of these documents can be obtained through Purchasing at the address listed within this bid/proposal.

3. Prior to processing requisitions associated with bids, RFP's or contracts the user department must check with Purchasing to be sure that an Acknowledgement Form has been retained from the vendor. The form will be required to be completed and signed upon award of any formal written solicitation including professional services.
4. Purchasing will retain a copy of the form with the awarded bidder's response as back-up documentation to support purchases and contracts.
5. The original form will be routed to the Town Clerk's Office where it will be assigned a sequential number, logged into a data base and filed in the vault.

PURCHASING ARTICLE IX: INSURANCE REQUIREMENTS

Certificate of Insurance

The Town requires that all vendors contracted to perform services have a current certificate of insurance naming the Town of Glastonbury as an additional insured. The standard insurance limits and language as determined by the Town's insurance agent are available on the shared drive. This information shall be included in quotes, bids, requests for proposals and contracts as appropriate.

Purchasing with input from the project manager, will verify that the insurance levels are adequate with the Town's insurance agent and incorporate modifications as necessary to protect the Town.

Upon award of any quotation or bid, Purchasing will secure the certificate of insurance from the selected vendor prior to issuance of any purchase order.

Insurance certificates on file with the Town can be viewed on the shared drive (S:) under the Purchasing Folder.

PURCHASING ARTICLE X: OPERATING LEASE AGREEMENTS

All original operating lease agreements and extensions for equipment shall be coordinated with the Purchasing Agent and shall be in accordance with the Town's procurement practice. Operating lease agreements for equipment may be entered into by the Department Head providing the following criteria is adhered to:

1. The original lease was entered into in accordance with the Town's procurement practice.
2. The annual dollar amount for the lease is less than \$10,000.
3. The length of the lease does not exceed five (5) years.
4. The lease is not an ***"evergreen contract"***. The definition of "Evergreen" in this context means that the contract is originally awarded for a prescribed period and can be extended at the Town's option for additional periods indefinitely.
5. No operating lease agreement shall be "lease to own".

Lease agreement extensions should clearly identify anything that has changed; these changes will be documented in the contract. The Department Head shall provide justification to the Purchasing Agent that maintaining the original contract through the extension continues to provide the best

alternative for the Town. The original contract and any subsequent modifications shall be filed with the Town Clerk with a copy in the originating department.

PURCHASING ARTICLE XI: PROCUREMENT CARDS (P-CARDS)

The P-Card Program reduces the time and paperwork associated with purchase orders, invoices and checks. The P-Card Program is designed as an alternative to a variety of processes including petty cash, check requests and other authorized purchases. The P-Card Program is intended to complement the current procurement and payment procedures, not avoid or bypass them. Departments and employees that are authorized to have P-Cards shall be subject to the same guidelines for obtaining competitive solicitations or purchasing through cooperative contracts as detailed in this policy.

Refer to *Administrative Policy 2013-2 Purchasing Card Program Cardholder Manual & Policy* for the types of purchases that can and cannot be made, records that must be maintained and reconciled for each cycle, and a variety of other program instructions and information.

PURCHASING ARTICLE XII: SUSTAINABLE PURCHASING

1. Sustainable Purchasing Policy Reference

- 1.1 Sustainable purchasing shall be encouraged to increase the use of environmentally friendly products and services.
- 1.2 Sustainable Purchasing shall be incorporated herein by reference to the Administrative Services Procedures - Purchasing Policy. (Please see Sustainable Purchasing Policy).

PURCHASING ARTICLE XIII: FEDERAL PROCUREMENT STANDARDS

1. Federal Procurement Standards Policy Reference

- 1.1 Federal Procurement Standards Regulations 2 CFR 200.317 through 200.326, *Procurement Standards* shall be incorporated herein by reference to the Administrative Services Procedures - Purchasing Policy. (Please see Federal Procurement Standards Policy and checklist).
- 1.2 This Article incorporates updates from the *2018 National Defense Authorization Act (NDAA)* enacted on December 12, 2017 effective upon the issuance of *OMB Memorandum M-18-18* issued June 20, 2018.

Exhibits:

Exhibit A: Telephone Quotation Form (Word Document)

Exhibit B: Written Quotation Form (Word Document)

Exhibit C: Acknowledgement Form (Word Document)

Exhibit D: New Vendor Application Form (PDF)

Exhibit E: Change Order Form (PDF)

-Concluded-



Town of Glastonbury Telephone Quotation Form

Item:

Description:

A. Company: _____

Address: _____

Contact Person: _____ Telephone: _____

Date: _____ Time: _____

Terms: _____ Unit Price: _____ \$ TOTAL _____

B. Company: _____

Address: _____

Terms: _____ Unit Price: _____ \$ TOTAL _____

C. Company: _____

Address: _____

Contact Person: _____

Date: _____

Terms: _____ \$ TOTAL _____

Recommendation:

By: _____ *Print Name & Title* _____ *date*

Signed: _____ *Please sign the form*

Submit by Email

Print Form



Town of Glastonbury Purchasing Department

2155 MAIN ST · P.O. BOX 6523 · GLASTONBURY, CONNECTICUT 06033-6523
PHONE 860-652-7588 FAX 860-652-7590

Vendor Name and Address		We will consider substitute offers if differences in specifications are explained.	REQUEST FOR QUOTATION		
Phone: _____ Fax: _____			Quote Due Date: Time: Page 1 of Quote Number: The above number must appear on all quotations and related correspondence. THIS IS NOT AN ORDER		

Item	Description	Quantity	Delivery Days	Unit Price	Total

Return this quotation to Purchasing Department at above address by the date and time due.
 Prices shall be FOB Glastonbury, CT. Applicable freight charges, if any, must be included in the line item price. Quotation shall state payment terms. Payment terms may be considered in determining low bidder.

Please quote on this form, your best price, terms, and delivery, on the articles described above. Please complete all columns for consideration. Sign your firm name and official signature and mail completed form back to the Purchasing Department.

FOB Glastonbury, CT	Signature:
Payment Terms: NET 30	Title:
Date:	Phone Number:
Warranty:	email:

Revised: 6/17/04

**TOWN OF GLASTONBURY
CODE OF ETHICS
ACKNOWLEDGEMENT FORM**

I HEREBY ACKNOWLEDGE that I have received and read the following materials:

*Code of Ethics of the Town of Glastonbury

*Section 1101 of the Glastonbury Charter (Conflict of Interest)

I ACKNOWLEDGE that as a Town Official, Consultant, or other party doing business with the Town, my conduct must conform to the ethical requirements specified in the Code and Town Charter (Section 1101-Conflict of Interest).

I FURTHER ACKNOWLEDGE that I have an ongoing obligation to notify the Town if I become aware of a conflict and that the Ethics Commission is available to render advisory opinions concerning potential conflicts of interest.

If you hold an elected or appointed position for the Town of Glastonbury please complete this section:

Name: _____	Phone Number: _____
Elected or Appointed Position: _____	e-mail address (optional): _____
Address: _____	
Date: _____	Signature: _____

If you are a vendor, supplier or consultant for the Town of Glastonbury please complete this section:

Name: _____	Phone Number: _____
Title: _____	e-mail address (optional): _____
Company Name: _____	
Address _____	
Date: _____	Signature: _____

REPLACE TEXT WITH DEPT NAME

Town of Glastonbury New Vendor Application

In order to be established as a vendor of the Town and to comply with the Internal Revenue Code (IRC) the specific information requested on this form must be provided.

Please complete this form and attach a signed W-9 or the appropriate W-8 if a foreign entity.

E-mail this completed form to (Town Employee e-mail): _____

OR

Fax to Town Department @ _____

Note: Town Departments must forward a completed application & signed W-9 to Accounting Department for 1099 data verification before a vendor number can be assigned by the Purchasing Department.

Vendor Legal Name: _____

Doing Business As (if applicable): _____

Mailing Address: _____

Contact Name & Title: _____

Remittance Address: _____

Telephone: _____ Fax: _____

E-mail Address: _____

The Town encourages vendors to elect receipt of purchase orders electronically to expedite processing. Please indicate a delivery preference below (**select ONLY one**):

- Send purchase orders through to the e-mail address above.
OR
- Send purchase orders to the fax number above.
OR
- Send hard copies of purchase orders via US mail.

Federal Tax Identification #: _____ OR Social Security #: _____

Is Vendor a foreign entity ? (**select one**): Yes No

The purpose of collectiong FEIN or SSN is to comply with IRS requirements to file 1099-MISC forms.

A completed IRS form W-9 (or W-8 is foreign entity) must also be submitted with this application.

What classification is the business, for tax purposes ? (**MUST check one**)

- Corporation
- Partnership
- Individual/sole proprietor
- Nonprofit
- Other (please specify) _____

- * Limited liability company (LLC) treated as a Partnership for federal tax purposes - Choose Partnership
- * LLC filing Form 8832 or Form 2553 to be taxed as a corporation - Choose Corporation
- * LLC not considered an entity separate from its owner - Choose Sole Proprietor.

Please detail what product and/or service is provided OR indicate SIC or NAICS code. (**MUST check one**)

- Product: _____
- Service: _____
- Product and Service: _____

Does Company accept payment by credit card ? YES NO

Does Company accept Electronic Fund Transfers (EFT)? YES NO

Does Company accept ACH payments? YES NO

If Company is a Small or Minority Business, please check an applicable box below:

SBE MBE WBE SDB DBE DVBE SDV

TOWN USE ONLY:

Check one-1099 Default Box CODE for entry:

W-9 or W-8 received?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	A	B	C	D	I	N	R
Backup withholding required?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	UNDET	NON EMP	OTHER INC	MED PMTS	INT INC	NO	RENT PMTS
Issue a 1099?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PURCHASING:
ENTER DATA BELOW in "GENERAL NOTES"

Tax documentation verified by _____

Vendor Number Assigned _____

Show PURCHASE ORDER NUMBER on all invoices, delivery receipts, shipments & correspondence.
FED. ID# 06-6002003



Town of Glastonbury

**PURCHASE ORDER CHANGE FORM
PURCHASING DEPARTMENT
2155 MAIN STREET, PO BOX 6523
GLASTONBURY, CT 06033-6523
PHONE: 860-652-7588
FAX: 860-652-7590**

PURCHASE ORDER NUMBER

DATE OF ORDER

VENDOR NUMBER

CHANGE ORDER NUMBER

Vendor Name and Address

PLEASE CHANGE OUR ORIGINAL PURCHASE ORDER AS FOLLOWS:

CHANGE LINE ITEM NUMBER _____ AS FOLLOWS:

ADD NEW LINE ITEM(S) AS FOLLOWS:

OTHER CHANGES – EXPLAIN

**ALL TERMS AND CONDITIONS SHOWN ON ORIGINAL ORDER SHALL REMAIN UNCHANGED.
THIS CHANGE ORDER IS ONLY VALID WHEN ENDORSED BY THE PURCHASING AGENT.**

ORG/OBJ CODES	ORIGINAL PO AMOUNT	CURRENT BALANCE	ADDITION (REDUCTION)	TOTAL LINE AMOUNT	NEW PO AMOUNT
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Division/Department Head

Mary F. Visone, Purchasing Agent

DISTRIBUTION: ___ACCOUNTING ___DEPARTMENT ___GREEN COPY ___PURCHASING
POCF2009