

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

- 1.1 To establish the responsibility for 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 except 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, familiar 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 the coordinating the signing of and distribution of all contracts.
- 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 all vendors from whom the Town purchases materials, supplies, equipment and services of the Town's Affirmative Action plan which requires that all 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 **Cooperative Purchasing:** The Purchasing Agent may make arrangements for purchasing in conjunction with other units of government, cooperatives or the Board of Education.

3. **Normal Purchasing Procedures**

- 3.1 The department/division head will designate and authorize staff personnel to prepare division commission/committee actual purchase requisitions. Purchase requisitions will be prepared by the authorized individual.
- 3.2 All requisitions must be approved by Department Head or designated individual. The requisition will be converted to a purchase order and released for approval by the Purchasing Department.
- 3.3 No purchase order/requisition will be processed for less than \$50 except for publications, subscriptions and professional dues. Petty cash will be utilized for other activities having a cost of less than \$50.
- 3.4 All purchase requisitions will be released to the Purchasing Department for approval and processing.
- 3.5 Purchases under **\$1,000** shall be made by standard purchase order procedure. Purchases **between \$1,000 and \$3,000** shall **include telephone quotation forms** submitted to the Purchasing Department along with the purchase requisition. It is incumbent upon staff to check vendor pricing regardless of the prescribed dollar limits.
- 3.6 Purchases **between \$3,001 TO \$9,999** shall be made by **formal written quotation** with multi-part form(s) available and **administered** by the Purchasing Department. Any subsequent purchase requisitions shall indicate the "quotation number".
- 3.7 Purchase order requests of **\$10,000 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".
- 3.8 Purchase orders will **NOT** be approved unless appropriated funds are available. For estimated prices, the Department must indicate the price as "**EST**" or "**Estimated.**"
- 3.9 **Facsimile (fax) Purchase Orders:** Fax purchase(s) will be reviewed, approved and transmitted only by the Purchasing Agent. The faxed purchase order will be stamped accordingly and forwarded, where applicable to the vendors.

4. **Confirming Emergency Purchase Orders**

- 4.1 Emergency situations shall be defined as those in which the operation of a department would be seriously hampered; or in which life, limb or property may be endangered; or in which the health or welfare 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, 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 the Purchasing Department within 48 hours of their issuance.
- 4.3 Emergency requisitions may be issued during hours when the Purchasing Department is closed. Confirming emergency requisitions are to be completed and released to the Purchasing department within 48 hours of their issuance.
- 4.4 Emergency funding of up to \$25,000 shall be in conformance with the Town Charter, Section 3ll. The Town Manager shall be advised of the emergency purchase. The Town Manager will initiate a request for approval from the Board of Finance. 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 memo to the Town Manager (cc: Purchasing Agent) the circumstances that required the emergency purchase.

5. **Confirming Routine Orders**

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

- 5.1 Confirming orders may be approved by the Purchasing Department 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 The requisition shall be marked “confirming” in the area provided.

6. **“Open” Purchase Orders**

- 6.1 Commodities and Supplies
 - a) The use of “open” purchase orders will be negotiated process between vendors and the Purchasing Department. 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) A specific gross amount limitation will be stated based on past average payments made to the vendor.
- c) Only authorized individuals will be able to pick up supplies and parts.
- d) No single item over \$250 will be chargeable on “open” purchase orders.
- e) Open purchase orders will be made by issuing one single purchase order number.
- f) Invoices will be checked against the receiving slips and verified to vendor’s statements.
- g) Open purchase orders will state the “open period” for the current fiscal year only. The open period will not exceed the 12 month fiscal calendar period and in some cases the open period required may be less than one year. In all cases the open 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 this 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, the Accounting Division will compare or match delivery slips to actual vendor invoices. Do NOT distribute costs to other departments at this time.
- d) Physical Services, 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 Physical Services - Fleet Division Monthly Reports.
- e) Leisure/Culture, 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 List**

Vendor data will be maintained and updated by the Purchasing Department. Requests for new vendors or changes to current vendors should be in writing, either memo or e-mail to the Purchasing Department.

- 7.1 The vendor list is comprised of the remittance address and may not necessarily be the same as the mailing address used on purchase orders and quotation forms.
- 7.2 If there is no vendor number listed, one will be assigned by the Purchasing Department.

7.3 User Departments are requested to:

- a) Furnish complete vendor information to Purchasing for new vendors. This information should include Full Name of Vendor, Remittance and Mailing Address, Federal ID Number or Social Security Number, Phone Number, Fax Number and e:mail address.
- b) Changes to address or corrections may be requested at any time by noting the vendor number, change/correction to be made, and the request sent to the Purchasing Department.

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.
- b) Return the green copy to Accounting Department.

8.2 Closing No Activity Blanket Purchase Orders

See 8.1 (a) and (b) above. When no purchases have been made or will be made against an open purchase order the order can be closed. The green copy of the purchase order shall be sent to Purchasing to be closed

PURCHASING ARTICLE II: THE QUOTATION PROCESS

Telephone quotations are required for purchases \$1,000 to \$3,000 on forms available from Purchasing. Purchases of \$3,001 to \$9,999 shall be made by formal written quotation on forms available from the Purchasing Department. Quotations submitted by facsimile transmission will be accepted and administered **only at the office of the Purchasing Agent**.

1. **Telephone Quotation Preparation Procedure**

- 1.1 The user department shall document the telephone quotations received on the "Purchasing Department Telephone Quotation Form". Wherever possible, three quotations shall be obtained. A copy of the quotation form shall be forwarded to Purchasing along with the purchase requisition .See Exhibit 1 - "Telephone Quotation Form".
 - a) List the item being quoted.
 - b) Provide a detailed description of the item being quoted.
 - c) Complete Name, address, contact person, telephone of vendor quoted.

- d) Date and time of each quote received.
- e) Terms and Unit Price and Total of each quote received.
- f) Recommendation for purchase.
- g) Sign and Date the quote form.

2. **Written Quotation Preparation Procedure**

2.1 The request for quotation shall be prepared, in part, by the user department and returned to Purchasing for processing. Forms for formal quotes are available upon request from Purchasing. A memo from the user department requesting the quotation shall also indicate the estimated “total” value of the quotation. See Exhibit 2 – “Written Quotation Form”.

- a) Type in complete name, address, phone number and fax number of vendors. (If more than three (3) vendors are being used, the process shall be the same on all forms)
- b) Chargeable Account Numbers(s): Type in Org / Object Number(s)
- c) Terms: Type in “Net Price”
- d) FOB: Type in “Glastonbury”
- e) 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 each vendor indicated and one additional set for the purchasing file along with the quote.
- f) Originating Department: Type in Name of department name.
- g) Copies – The requester shall direct bidders to submit an original and one copy of the quotation.
- h) Return quotation form intact to Purchasing

If user department has no vendor preference or does not know more than one or two vendors, Purchasing will complete with additional vendors. The user department will be provided with a copy of each quote from all vendors when all quotes are returned.

In most cases vendors will be allowed ten (10) business days in which to respond to the written quotes. Facsimile transmission will be accepted only at the office of the Purchasing Agent.

The Purchasing department will record all quotes received on the original copy of the Request for Quotation and forward a photocopy of all quotes received and any back up information to the user department for review and recommendation. A summary recap sheet may be prepared as applicable depending on the quotation options and alternatives.

The user department will review all quotes received, prepare a recommendation for award which includes a recap sheet 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 bidder 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, eg. delivery, quality, vendor experience with the Town, etc. The Purchasing Agent may at his/her own discretion require the approval of the Town Manager.

PURCHASING ARTICLE III: BID AND REQUEST FOR PROPOSAL PREPARATION

1. Specifications / Waiver of Bid

- 1.1 Sealed Bid/Specifications: Specifications should be complete, thorough and provide for competitive bidding. Alternatives & Options should be listed at the end of the specifications. If the user department is requesting invitations to be sent to particular vendors, attach a list of complete names and addresses, including telephone, fax numbers, contact person with title and zip codes.
- a) No bid shall be prepared to one vendor's exact specifications to exclude another comparable or preferred vendor.
 - b) Alternate options may be included in a bid as deductions from or additions to the bid amount.

Waiver of Bid: 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 must be recommended by the Town Manager prior to forwarding to Administrative Services. A Waiver of Bid requires the approval of the Board of Finance and Town Council.

2. Bid Security

Bid Security shall be requested in the bid specifications for projects including construction, demolition, building relocation, etc. Bid Security and amount may be waived at the discretion of the Purchasing Agent.

3. Legislative Requirements

- 3.1 Non-discrimination clauses shall be required in all bid specifications.
- 3.2 Affirmative action statements shall be required of all vendors at time of notification of award.

Prevailing wage rates shall be included in all bid specifications as required by State and Federal law when applicable.

PURCHASING ARTICLE IV: PROFESSIONAL SERVICES PROCUREMENT

- 3.2 Professional services procurement is applicable for services that involve the expenditure of ten thousand dollars (\$10,000) or more.

4.2 Terminology

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.

5.2 Selection Committee

A selection committee will be established to review and evaluate the RFP responses received for professional services. The Selection Committee will have five members with no more than four being Town staff.

a. **Town Manager Projects**

“There shall be a selection committee of five (5) members, not more than four (4) to be Town staff persons. The first member will be the Town Manager or his/her designee. The second member will be the Public Works Director. The third member will be the Town Engineer for public works-type projects, or in the case of nonpublic works or building-type projects, the Purchasing Agent. The fourth member will be a representative from the user board, commission, committee or department. The fifth member will be appointed by the Town Manager. The Manager will designate one of the members to serve as a chairperson.” {Town Code Sec. 2-263(c)}

Public Building Commission Projects

“When professional services are sought for projects assigned to the Public Building Commission, the selection committee shall consist of two (2) members appointed by the public buildings commission, two members appointed by the Town Manager, and one member appointed by the Town Council. The five appointed members shall elect one of the members to serve as chairman of the Selection Committee.” {Town Code Sec. 2-263(c)}

Notices

All meetings of the selection committee will have meeting notices & minutes posted in the Town Clerk’s Office. All meetings will be public except for interviews and fee negotiations. It is the responsibility of the project manager to prepare the meeting notice and forward it to the Town Clerk’s Office. A copy of the meeting minutes shall also be filed with the Town Clerk by the Project Manager.

6.2 Advertising

The request for professional services will be advertised in a newspaper having general audience circulation and in customary trade journals, where applicable. A request will also be sent to firms on file with the Purchasing Agent, or as recommended by the user department.

7.2 User Request/Project Scope

The user department representative or project manager shall describe in general terms, the need, purpose and objective. Identify the various project components. Establish the estimated timeline for the project. Identify expected problems. Determine the total project budget. Primarily this is taken from the CIP project pages scope or General Fund capital outlay pages.

8.2 Request for Proposals (RFP's)

- The Request for Proposal must contain:
 - a) The project title
 - b) The general scope of work or service being requested
 - c) The submission deadline
 - d) The name of the contact person
 - e) The information requested

The following data must be in the Request for Proposal, as applicable to the specific project: background, detailed description of the project, plans/sketches, any unique requirements, insurance requirements, bid response format, legal notice information, code of ethics language, signature page and information on pre-submission meeting(s).

The RFP shall instruct the respondents' to submit one original and seven copies of their response. Responses submitted must be accompanied by a statement of professional qualification containing the following information:

- a) A Background and qualification statement on the firm, team participants and their discipline capabilities, principals, staff availability and location(s).
- b) The qualification and position with firm of those individuals who will be assigned to the project including work performed on similar projects.
- c) A brief description of similar projects of other municipal work, including a list of reference names, telephone numbers and addresses where similar work was performed within the last five years. AIA forms 254 and 255 shall be provided with RFPs for applicable disciplines.
- d) A short description of the consultant's approach to the needs of the project and a general time schedule for completing each phase.
- e) A short description of the typical fee structure. (The actual fees are not required as they will be negotiated with the short list of suppliers by the Town Manager later in the process.)
- f) A concluding statement as to why consultant is best qualified to meet

the needs of the Town and should be selected.

The respondents shall be instructed on the importance of the requirement that information shall be presented / provided in the sequential order as listed in a) through f).

Professional Services Rating Form

- a) Evaluation of responses will be ranked by utilizing Exhibit 3, a sample form for the point basis. The criteria evaluation points must relate to responses of 6.3 or as included in the Request for Proposal.
- b) The rating criteria only (not the actual form) shall be included within the request for proposal package. The project manager may propose an alternative rating form & criteria to the Town Manager for use in the review process. The alternative form will be incorporated as part of the proposal process upon receipt of all proposals.

Following the evaluation process, a short list of the most qualified firms will be developed, (minimum of three to five, whenever possible).

The selection committee will then interview all firms on the short list and present to the Town Manager the top firms (up to three) ranked by preference, based on the initial project proposal and the abilities demonstrated at the interview. Information on fees is not to be discussed by the committee. The fee negotiation phase will subsequently be conducted by the Town Manager. The Town Manager may negotiate the fee proposals with up to three firms. Each firm will be provided with the Town's Contract Agreement for review and acceptance.

In cases of projects approved or anticipated to be eligible for Federal or State funding or grants, the Town Manager shall assure that the selection process be conducted in conformance with the specific requirements associated with the type of funding or grant. In cases of conflict between this Purchasing Policy and Federal or State requirements, the Federal or State requirements shall govern unless specifically directed otherwise by the Town Manager.

Contract Agreement & Fee Negotiation

The project manager utilizes the town's model contract to develop an agreement specific to the project. The project manager will prepare the project scope and a separate list of other revisions to contract language to benefit the Town.

The project manager will forward the documents to the Town Manager, with any recommended contract changes highlighted, for review and subsequent transmittal to the Town Attorney. When the approved document (by the Town Attorney as to form) is received back, and authorized by the Town Manager to move forward, the Purchasing Agent will forward the document to the top firms as a part of the fee proposal request. **Each firm may be required to submit a detailed fee proposal, work schedule, itemized list of deliverables and any exceptions to the Town's form of**

agreement, as applicable to be used as an attachment to the Contract Agreement.

Fee proposals and any exceptions or proposed changes to the Town's Contract Proposal or Form of Agreement shall be returned to the Purchasing Agent. The Purchasing Agent will forward the fee proposals and any comments concerning the proposed contract to the Town Manager for final negotiation.

The Town Manager shall negotiate the fee and direct the project manager to award the project to "the source most suitable to render said service using technical competence, resources, experience and cost to the town as major criteria." {Town Code Sec. 615.}

In cases or instances of contract issues, the Purchasing Agent will, on the recommendation of the Town Manager, return the document to the Town Attorney for consideration of changes. Materiality should be considered in the requested change.

The Purchasing Agent will prepare an award letter and the applicable documents for signature by the appropriate individuals.

Signing of Contract & Coordination of Necessary Documents:

The contracts will be signed in the following order with documentation as noted below. (The contract package shall include one (1) original of the entire contract and seven (7) original signature pages):

Town Attorney (as to form)

The Town Manager will forward the contract to the town attorney for final form approval.

Upon return, the Town Manager will forward the contract to Purchasing to route to the Director of Finance for funding approval.

Purchasing will contact the user department to create a requisition.

Purchasing will convert the requisition to a Purchase Order and retain it until the contract signing is complete.

Director of Finance and Administrative Services (as to funding)

Purchasing will forward the contract to the Director of Finance along with a copy of the purchase order indicating that the funding is in place and detailing the account number for the project.

The Director of Finance will return the contract to Purchasing to forward to the awarded firm for

signature.

Firm principal

Purchasing will forward the contract to the awarded firm for signature.

Upon return of the signed contract from the Firm, Purchasing will forward the contract and a copy of the purchase order to the Town Manager for final approval.

Town Manager (final approval)

The Town Manager will forward the fully executed contract to the Purchasing Agent with a notice to proceed.

Purchasing will distribute contract copies as indicated in 7.9.

Notice To Proceed

Authorization to commence work will be made by award letter to the selected firm. The award letter will direct the firm to submit the required performance & payment bonds, certificate of insurance, affirmative action statement, and Code of Ethics Consultant Acknowledgement Form, as applicable.

A purchase order to the firm will follow once all of the requirements have been submitted to the Purchasing Agent and a fully executed contract is in place.

Contract Copy Distribution

- a) Firm
- b) Town Manager
- c) Purchasing Agent
- d) Project Manager/user department
- e) Accounting/project file
- f) Town Clerk (original)
- g) Board of Education (if applicable)

PURCHASING ARTICLE V: BID AND REQUEST FOR PROPOSAL DISTRIBUTION

1. Advertisement and Bidders

1.1 The Purchasing Agent's office will advertise the bid notice for publication at least ten (10) business days before the bid opening. Advertisements and notices are published in a newspaper having a general audience circulation and in the "Dodge Report."- The newspapers will be requested to return affidavits of publication when requested by the Purchasing Agent.

1.2 The Town does not maintain a formal Bidders list.

- 1.3 The Purchasing Agent shall also maintain on file a list of businesses owned and operated by members of protected classes as defined by the Civil Rights Act of 1964, the Equal Employment Opportunity Act of 1972 and the Connecticut Fair Employment Practices Law.
- 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 send the invitation to bid or specifications to all firms and persons as requested by the user department.
- 1.6 Additional copies of the completed bid specifications will be prepared for additional firms to pick up in response to any newspapers advertisement. Electronic copies of bids will be available on the Town's website wherever possible.

2. **Opening / Tabulation & Recommendation for Bid Award**

- 2.1 At the predetermined date and time, the bids will be opened and tabulated when applicable. The Purchasing department will record all bids received, forward a photocopy and 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 to insure that the lowest responsible 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 includes a recap sheet reflecting the bid results. The 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 bidder 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, eg. delivery, quality, vendor experience with the Town, etc. The Purchasing Agent may at his/her own discretion require the approval of the Town Manager.
- 2.4 If the recommendation is approved the Purchasing Agent will notify Director to create requisition/purchase order.
- 2.5 The Purchasing Agent may approve or reject the recommendation of the user department.

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. Notification to Lowest Responsible Qualified Bidder(s)

- 4.1 A letter will be sent notifying all bidders of the award and the name of the firm the bid was awarded to, by the Purchasing Department. Bid results may be posted to the Town's website, in lieu of letters where applicable.
- 4.2 The completed bid files will be retained by the Purchasing Department 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.
- 4.5 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.

PURCHASING ARTICLE VI: PREPARATION OF PURCHASE ORDERS**1. Preparation Information**

There are three types of purchase order forms: The Automated Requisition/Purchase Order; Purchase Order Continuation Form; and Purchase Order Change Form.

Automated Requisition/Purchase Order

See instructions for MUNIS AUTOMATED REQUISITION/PURCHASE ORDER'S

1.2 Purchase Order Continuation Form

Continuation form is only used for payment purposes. In cases where there are several "pay downs" or increase/decrease (s) to a purchase orders and additional space is required.

1.3 Purchase Order Change Form

The Purchase Order Change Form is used to make changes to the automated

purchase order. The date of the purchase order and vendor number is taken from the purchase order to be changed. The change number box denotes the change order number. Large projects can have many change orders. The vendor's address and acknowledgement box(s) should be checked. Common changes can be accomplished by checking the standard box(s). The "Remarks" section is utilized for items not covered by the standard items. Changes in dollar amounts, fund coding(s), etc. can be done in the remarks area. A change order may be used for internal purposes only to denote changes, i.e., scope, description, etc. The change order is forwarded to Purchasing for processing to the MUNIS system. Purchasing will forward the copies as applicable.

Upon receipt of goods or services, the green copy will be signed and IMMEDIATELY forwarded to the Accounting Department. This is how the vendor will be paid for services rendered. If there are differences, they should be resolved as quickly as possible. If a mutual agreement cannot be reached, Purchasing should be notified.

PURCHASING ARTICLE VII: DISPOSITION OF SURPLUS PROPERTY AND BUILDINGS

1. Property

Disposition of Town owned property and buildings shall be carried out per the Town Charter.

2. Equipment

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

2.1 The Purchasing Agent shall offer all surplus to other Town Departments.

2.2 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.

PURCHASING ARTICLE VIII: CODE OF ETHICS

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.

“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.

1. The Purchasing Department will be responsible to secure the Acknowledgement Form as part of the bid / RFP process. See Exhibit 4 – “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 the Purchasing department. The following language will be incorporated into the Town’s bids, RFP’s, Contracts:

Consultant is required to review the Town of Glastonbury Code of Ethics adopted July 8th, 2003 and effective August 1, 2003. The selected Consultant will also be required to complete and sign an Acknowledgement Form prior to award. The Code of Ethics and the Acknowledgement Form can be accessed at the Town of Glastonbury website at www.glasct.org. Upon entering the website click on **General Information**, then **Bids and Quotes** which will bring you to the links for the **Code of Ethics** and the **Acknowledgement Form**. If the Consultant does not have access to the internet a copy of these documents can be obtained through the Purchasing Department.

2. 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 only one time from any given vendor; it will not be necessary to obtain additional copies each time the vendor is awarded work.
3. Purchasing will retain a copy of the form in an alphabetical file labeled **“Code of Ethics Acknowledgment Forms”** as back-up documentation to support purchases and contracts.
4. 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

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 as determined by the Town's insurance agent are listed below. This information shall be included in quotes, bids, requests for proposals and contracts as appropriate.

It is the responsibility of the project manager initiating the document to verify that the insurance levels are adequate with the Town's insurance agent and incorporate modifications as necessary to protect the Town. This information will be communicated directly to the Purchasing Agent upon submitting a quote, bid, request for proposal or contract.

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

INSURANCE

The bidder shall, at its own expense and cost, obtain and keep in force during the entire duration of the Project or Work the following insurance coverage covering the bidder and all of its agents, employees and sub-contractors and other providers of services and shall name the Town of Glastonbury, its employees and agents as an Additional Insured on a primary and non-contributory basis to the bidders Comprehensive General Liability and Automobile Liability policies. Insurance shall be written with Carriers approved in the State of Connecticut and with a minimum Best's Rating of A-. In addition, all Carriers are subject to approval by the Town of Glastonbury.

1) Worker's Compensation Insurance:

Statutory Coverage

Employer's Liability

A Waiver of Subrogation shall be provided

2) Comprehensive General Liability:

Including Premises & Operations, Products and Completed Operations, Personal and Advertising Injury, Contractual Liability and Independent Contractors.

Limits of Liability for Bodily Injury and Property Damage

Each Occurrence \$1,000,000

Aggregate \$2,000,000 (The Aggregate Limit shall apply separately to each job.)

3) Automobile Insurance:

- Including all owned, hired, borrowed and non-owned vehicles

- Limit of Liability for Bodily Injury and Property Damage:

Per Accident \$1,000,000

4) Owner's Contingent Policy:

- The owner shall be included as insured in the Public Liability and Property Damage Insurance policies. Otherwise, the Contractor shall provide the owner with and Owner's

Contingent Policy with the limits required under subparagraphs 2 and 3 above.

The bidder shall direct its Insurer to provide a Certificate of Insurance to the Town of Glastonbury before any work is performed. The Certificate shall specify that the Town of Glastonbury shall receive 30 days advance written notice of cancellation or non-renewal. The Certificate shall evidence all required coverage including the Additional Insured and Waiver of Subrogation.

To the fullest extent permitted by law, the Bidder shall indemnify and hold harmless the Town and its consultants, agents, and employees from and against all claims, damages, losses and expenses, direct, indirect or consequential (including but not limited to fees and charges of engineers, attorneys and other professionals and court and arbitration costs) arising out of or resulting from the performance of the Bidder's work, provided that such claim, damage, loss or expense is caused in whole or in part by any negligent act or omission by the Bidder, any person or organization directly or indirectly employed or engaged by the Bidder to perform or furnish either of the services, or anyone for whose acts the Bidder may be liable, regardless of whether or not it is cause in part by a party indemnified hereunder.

PURCHASING ARTICLE X: OPERATING LEASE AGREEMENTS

All original lease agreements and lease agreement extensions should 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 or Director providing the following criteria is adhered to:

The original lease was entered into in accordance with the Town's procurement practice.

The annual dollar amount for the lease is less than \$5,000.

The length of the lease does not exceed four (4) years.

The lease is not an "evergreen contract". The definition of "Evergreen" in this context means that the contract is originally awarded for a five-year period and can be extended at the Town's option for additional periods indefinitely.

Lease agreement extensions should clearly identify anything that has changed; these changes will be documented in the contract. The Department Head or Director 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.

Any lease agreement or extension in excess of \$5,000 with a term greater than four (4) years shall be signed by the Director of Finance when authorized by the Town Manager.

Exhibits:

- Telephone Quotation Form (Word Document)
- Written Quotation Form (4 Part Carbon Form)
- Selection Committee Form (Word Document)
- Acknowledgement Form (Word Document)
- Bid / Proposal Response Page (Word Document)

-Concluded-