

Purchasing Policy for the Town of Raymond

(a) Board of Selectmen authorization. All contracts or purchases of supplies, materials or services shall be authorized by the Board of Selectmen, unless they meet the conditions outlined herein for approval by the Town Manager.

(b) Supplies, materials and/or services procurement. The Town Manager shall have the authority to award any bid and to execute any contract or approve any purchase for and on behalf of the Town for supplies and/or materials to be furnished and/or services to be performed for the Town, including without limitation professional consulting services, provided that the funds are available for such procurement; and the bid is awarded, and the contract or purchase is executed as the result of a competitive process, which shall mean either by competitive bidding or request for proposals.

(c) Competitive bidding. Competitive bidding, as used herein, shall include, at a minimum, prior public notice of the procurement. Solicitation of sealed bids based on identical specifications; and intent to award the bid to the lowest qualified, responsive, and responsible bidder that meets the specifications.

(d) Competitive request for proposals. The request for proposals competitive process shall consist of the following: identifying all significant evaluation factors, including price or cost, and their relative importance or weighting; proposals are solicited from an adequate number of qualified sources; the selection of proposals include a determination of compliance with the request for proposal and its evaluation factors: including determining that the proposer is qualified, responsive and responsible; The evaluation process may include interviews with some or all the proposers, team evaluation, and weighted scoring; and Negotiations may be undertaken with the qualified and responsible proposer(s) whose proposal(s) is(are) determined to be most advantageous to the Town, considering the price and the evaluation factors set forth in the request for proposals.

(e) Exceptions to required competitive process. Unless otherwise prohibited by applicable state, federal law, or local ordinance; the Town Manager may authorize a contract or purchase of supplies, materials and/or services in any amount without any competitive process if one (1) or more of the following conditions are met, and that approved funds are available for such procurement:

(1) The Town Manager determines in writing that the procurement of such services, supplies and/or materials is of an **emergency** nature.

(2) Any project funded or reimbursable by **state or federal sources** if such source requires a different procurement process.

(3) The procurement is through an award by any governmental entity or group of governmental entities, which award is the result of a competitive process by said entity or group; or through any **public or private group purchasing program**.

(4) There has been a competitive process, but no bids or proposals were received, or the Town Manager determines that the bids or proposals received are unreasonable or more than the funds available for such procurement. In such cases, he or she may negotiate a contract if he or she determines:

- a. That it is not feasible or advantageous to re-solicit bids or proposals again; and
- b. Each qualified, responsive, and responsible bidder or proposer, if any, has been notified of the intention to negotiate, until a contract acceptable to the Town is reached.

(5) The procurement is of computer equipment, investment services, appraisal services, repair parts, travel, transportation, maintenance contracts and similar purchases extent.

(6) The procurement is of legal services.

(7) The procurement is of used vehicles and equipment.

(8) **Benchmarking.** The use of benchmarking would include comparing unit costs with a public group purchasing program of which the Town does not participate or using informal or formal surveys of unit costs of surrounding towns.

(9) **Preapproved vendors.** This would be a process where a vendor would agree to a unit cost for a specific period without committing to a total projects cost. Vendors would work on an as needed basis at the direction of the department director. Unit cost could be hourly, daily, machine hour or a quantity of commodity.

(10) The Town Manager makes a finding that said supplier, contractor or consultant is the **sole acceptable source** for said goods or services. This section would apply when weighing the availability, timeliness, expertise, experience, and pricing offered.

(f) Rights of the Town. The Town Manager may waive any informality or irregularity in any bid or proposal received and shall have the right to reject any or all bids or proposals received for whatever reason he or she deems in the **best interest of the Town.**

(g) No prohibition. Nothing herein is intended, nor shall it be deemed, to prevent or prohibit the Town Manager from requiring Board of Selectmen approval of any proposed Town contract, purchase or lease should he or she choose to do so.

Nothing in this policy shall bind the Board of Selectmen in its choice of a contractor or consultant including, but not limited to, the choice of a municipal attorney, auditor, and other contracted firms or employees under the direct control of the Board of Selectmen.

Approved this 9th day of January, 2018, by the Raymond Board of Selectmen:

Teresa Sadak, Chairman

Rolf Olsen, Vice Chairman

Joseph Bruno, Parliamentarian

Samuel Gifford

Lawrence Taylor