

Town of Sangerville

Policy on Competitive Bidding

It is the policy of the Town of Sangerville that, if a work project cannot be done in-house and will require contracted services that may reasonably be expected to cost the Town in excess of \$10,000, competitive bids will be sought. The Town Manager will publicly advertise in a newspaper of general local circulation the nature of the work and/or services sought in a time period sufficiently in advance of the work to be done and will bring such bids to the Board of Selectmen for their review and approval at a regular or special Board meeting. Alternatively, the Town Manager may solicit bids directly from vendors but no award will be made without the approval of the majority of the Board of Selectmen at a regular or special Board meeting.

Following the approval of the annual budget at the Town Meeting, the Board of Selectmen may also direct the Town Manager to seek bids for individual projects with a projected cost of less than \$10,000, but such direction shall be clearly worded in a motion at a regular Board meeting and sufficiently in advance of the timetable for the work that bids may be collected and reviewed before the job begins. Lacking such direction, the Town Manager may make arrangements to have work performed in a timely manner at his discretion and in compliance with existing Town policies. The Road Commissioner may also hire contractors on a day to day basis as he needs them for individual projects that would not reasonably be expected to cost more than \$10,000 as long as such projects are not designated by the Selectmen in advance as requiring competitive bids. No other employee may contract for services without the approval of the Town Manager. The Town Manager shall be the sole purchasing agent for the Town of Sangerville.

The Board of Selectmen will review contracts for services on an annual basis (accounting, legal services, assessing, computer support, insurance, etc.) and may renew existing contracts without bid if they are satisfied with the service provided.

Bids for projects or contracts shall be clear and subject to examination by the Board. Proof of insurance and workers compensation law compliance will be required. The Board is not bound to accept the lowest bid on a project but cost to the Town will be a factor to consider. The Board may sign contracts or authorize the Town Manager to sign in its stead. The Board must approve any action to enforce a contract if the contractor fails to honor the terms of the contract, and must approve any action taken for collection of funds.

Adopted by unanimous vote of the Sangerville Select Board on September 9, 2014.