

TOWN OF MEXICO PURCHASE POLICY

- 1) PURPOSE** - The purpose of this policy is to: promote public confidence in municipal procurement processes and establish a uniform procedure to procure goods and services in an efficient, timely, and cost-effective manner.
- 2) SCOPE** - The Town Manager appointed by the Board of Selectmen as the Town Purchasing Agent shall adopt policy guidelines governing purchasing of services, parts or materials.
- 3) AUTHORITY** - This policy shall be reviewed and approved by the Board of Selectmen.
- 4) LOCAL PURCHASE PREFERENCE** – Purchase orders will be reviewed to ensure the best value for the money will be obtained and not just from the lowest priced vendor. Purchase information shall be available for businesses in the local area² to submit a competitive offer.
- 4) PURCHASE-REPAIR**
- a. Department heads are responsible to sign all purchase-repair invoices/bills submitted for payment. Any delegation from the department head shall be made in writing and submitted to the Town Manager for approval.
- b. All repair(s) or purchase(s) shall be defined as a purchase¹ within this document.
- c. The Board of Selectmen may authorize purchase(s) to be obtained from a preferred vendor managed by the Town Manager (ex. Fire Department - repairs for fire equipment specific shall primarily be submitted to Reliance Fire Pump & Aerial until changed).

5) PURCHASE LEVELS

- a. The following levels will categorize the level of authority for a purchase to be obtained.
- 1) **Small** – A small purchase is defined as: any purchase ranging from \$0 to \$2500.
- All small purchase(s) or purchase orders are delegated to the department head for approval.
- 2) **Medium** - A medium purchase is defined as: any purchase greater than \$2500 and not greater than \$5,000.
- All Medium purchase(s) shall require prior notification to the Town Manager prior to any purchase authorization by the department head.
- 3) **Large** - A large purchase is defined as: any purchase greater than \$5000.
- The Board of Selectmen shall approve all large purchase(s) (subject to paragraph 6) before any purchase authorization unless there is a constraint such as time when a purchase may be available; or an emergency (see paragraph 10) is occurring or imminent. Notification to the Board Chairman will be attempted or to a Selectmen if the Chairman is unable to be reached but will not delay any authorization in the case of an emergency or immediate requirement. Ratification of the purchase will be accomplished at the next Board of Selectmen meeting.

6) COMPETITIVE BID

The purchasing policy shall include a bid process for a large purchase greater than \$10,000 and attempt to solicit proposals from multiple vendors.

a. Bid Preparation - Department Head(s) shall prepare all required specifications for any items requiring a competitive bid, and shall submit final specifications to the Town Manager for approval. As a part of the specifications, the Department Head will include the following items or requirements:

1) Clear identification of the required product or service to include quantity and should be specific enough to ensure the desired level of quality, but also must be flexible enough to elicit multiple bids.

2) Cost estimates to include shipping and handling costs.

3) Recommended source(s).

b. Bid Submission Requirements - The Town shall invite all bids by advertisement in at least one (1) newspaper of general circulation in the Town of Mexico, such publication to be at least fourteen (14) days before the time of the bid opening unless these criteria are waived due to an urgent situation. All bid notices shall be also posted in the Town Office Building. The invitation to bid shall include the enough information for a vendor/seller to submit a bid:

a) Description of the good or service being procured.

b) Address to which the bid is to be delivered.

c) Time and date of receipt and opening of bids.

d) Any contractual terms and conditions.

e) Indicate where and when an invitation to bid info may be obtained.

f) Town's authority to reject any bids.

Example Bid Public Notice - The Town of Mexico, Maine is currently accepting bids for the purchase of XXXXXX. Bid specifications are * as follows or * available from the Town Office, 134 Main Street, Mexico, Maine 04257. Sealed bids will be received until 2:00 PM. October 23, 2017. Bids will be publicly opened and read at the next regular Selectmen's Meeting, or as specified in the notice. The Town reserves the right to reject or accept any bids if deemed in the best interest of the Town.

c. Bid Opening - The Board of Selectmen or their designee will open all bids at the time and date specified in the Public Notice subject to any uncontrolled change. The names and quotes for all bidders shall be listed in the recorded minutes. The Town Manager shall notify all bidders of any changes in the opening time and/or date.

d. Bid Corrections

After the bid closing, a bidder may not amend, correct, modify, or change in any fashion a bid which would be contradictory to the interests of the Town or fair bid selection. The Board of Selectmen may waive minor informalities (i.e. name, address, date...) providing the intent or amount of the bid is not disturbed. Any bid arriving late by hand carry will not be entertained.

e) Bid Award - The Board of Selectmen shall review bids meeting the specifications and decide whether to award, reject or resubmit for bid.

7) CONFLICT OF INTEREST

All employees involved in the procurement process will discharge their duties impartially to assure fair competitive access to responsible businesses. Employees are not to solicit favorable treatment for themselves or others during the procurement process. Any attempt to realize personal gain resulting in a breach of the public trust, is subject to disciplinary action.

9) SOLE SOURCE PROPOSALS


The Town may entertain solicitation of a sole source vendor for purchases if they are the only known vendor, provided procedural steps in soliciting bids has been followed and documented when the competitive bid requirements are explicitly waived by vote of the Board of Selectmen.


10) EMERGENCY PURCHASES:

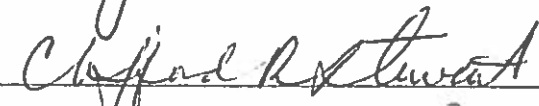
The Town Manager may make emergency purchase(s) if normal operations of the Town are interrupted. This shall also apply to emergency repairs to equipment, infrastructure or facilities which must be kept operating to protect the health and/or safety of persons.

Purchase Policy Approval Date: August 15, 2017

Chairman: 
Richard Philbrick

Selectman: 
Reggie Arsenault

Selectman: 
Thomas Williams

Selectman: 
Cliff Stewart

Selectman: 
Byron Ouellette

Notes:

- 1. Purchase - Any purchase or repair intended to upgrade or provide a major repair to include:
 - a) Kitchen (cooking or storage of food). b) Fire. c) Highway. d) Recreation. e) Office. f) Police. g)
- 2. Local Area – Towns considered within the River Valley.

