

TOWN OF WATERBORO

PURCHASE POLICY

October 29, 2024

AUTHORITY:

The Town Administrator seeks to have the purchasing agent or department heads use sound financial management of all Town funds. To control this, the following standards shall be followed for the purchase of goods and materials for the Town of Waterboro as follows.

SCOPE OF POLICY:

The Town Administrator hereby establishes the following guidelines for the purchase of all Town goods and services. This purchasing policy shall be in effect upon its adoption and shall remain in effect until amended or overturned.

\$0 - \$5,000 - Formal bidding is not required, however the purchaser should endeavor to get the best value for the funds spent. Department Heads or Town Administrator can approve such purchase. All receipts, invoices and supporting documents shall be submitted for A/P processing.

\$5,000 - \$7,500 - Verbal quotations shall be solicited from a minimum of three qualified bidders, if available. Quotes must be documented, and purchase must be requested using the “authorization to pay” form and approved by the Town Administrator or designee.

\$7,500 - \$25,000 - Written proposals or bids shall be solicited from a minimum of three qualified bidders, if available, and attached to a purchase request, which must be approved by the Town Administrator or designee.

Over \$25,000 - Written bid specifications shall be approved by the Town Administrator and shall include text giving the Town the right to reject all bids. The bid shall be advertised by the most efficient means possible, to encourage the widest possible competition. Bidders shall submit sealed bids in writing to the Town Administrator prior to the date and time specified for the opening of the bids. Late bids shall not be accepted, and no bidder shall be permitted to withdraw a bid after the deadline for bids specified in the invitation to bidders. Bids shall be publicly opened at the time and place specified in the invitation to bid. Bidders are permitted to attend the opening but shall not be permitted to amend their bid or comment on other bidders’ proposals. The Town Administrator may award the bid to the responsible bidder whose bid conforms to the invitation to bid and will be the most advantageous to the Town.

Total Cost Bidding:

The Town Administrator shall award the bid to the best bidder; not necessarily the lowest bidder; keeping in mind the Town reserves the right to reject any or all bids or any part thereof, to waive any informality in the bidding, and to accept the bid considered to be in the best interest of the Town. The Town also reserves the right to conduct reasonable negotiations with low bidders and sole bidders. Failure to submit all information may disqualify a bid.

Cooperative Purchasing:

Competitive bidding requirements may be delegated by the Town Administrator or designee for area-wide, state-wide purchasing.

Exemptions from Competitive Bidding:

The Town Administrator recognizes that certain goods and services (legal, plumbing, electrical, surveyor, engineer and others) will continue to be provided by certain contractors each year and that no annual bidding for such goods and services is necessary. However, this assumes good customer service and competitive pricing is provided by such contractors. The Town Administrator may go out to bid for any goods and services if concerns arise with vendors.

Credit Cards:

Credit Card use shall only be for official Town purchases pursuant to credit card procedures. All cards in the name of The Town of Waterboro shall be under supervision of the appropriate Department Head. All purchase(s) with the credit card **MUST** be accompanied by a RECEIPT. Should the employee not provide a receipt, they may be responsible for the purchase. All purchases shall be paid monthly, thereby eliminating any monthly interest fees.

Fuel credit cards shall **ONLY** be used for Town owned vehicles or equipment.

Payment Processing:

A/P will be processed weekly on Wednesday by the Finance Department. All invoices **MUST** be submitted by Tuesday and include applicable proposal, receipt or other supporting documentation.

All vendor invoices will be filed and scanned for records retention.

Date: 10/29/2024

Town Administrator: 