

TOWN OF WESTMINSTER PURCHASING POLICY



Approved and Adopted: June 11, 2024

Town of Westminster Purchasing Policy – 6/11/2024

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Article I. Purpose

The Town of Westminster's Purchasing Policy seeks to promote the best interests of the Town through the open and efficient purchasing of supplies, equipment, and services to maximize value received for each dollar spent. Also, to ensure that all qualified vendors will have an equal opportunity to do business with the Town of Westminster and to promote goodwill and clear communication in municipality-vendor relations.

Article II. Purchase Type

There shall be five types of purchases: "Routine or Daily", "Minor", "Major", "Exempt" and "Emergency".

Section 2.01 - Routine or Daily Purchases

Those purchases calling for delivery of goods or services in the amount of less than \$500.

Section 2.02 - Minor Purchases

Those purchases calling for delivery of goods or services in the amount \$500 to \$2,000.

Section 2.03 - Major Purchases

Those purchases calling for delivery of goods or services in the amount equal to or in excess of \$2,000 including used equipment.

Section 2.04 - Exempt Purchases

The following types of purchases shall be considered "Exempt Purchases" and shall have limited competitive procurement requirements as described more fully in Section 3.05:

- (a) Professional Services
Professional services including, but not limited to, legal counsel, insurance, engineering/architectural services, and consulting services.
- (b) State or Federal Procurements
Procurement utilizing the State of Vermont or the Federal Government contracted products or vendors.
- (c) Equipment Repairs
- (d) Utilities
- (e) Service Contracts

Section 2.05 - Emergency Purchases

An emergency situation shall be defined as one which threatens public safety or general welfare of the Town or its citizens and normal procurement procedures are impracticable.

Article III. Procurement Procedures

Section 3.01 - Chief Procurement Officer

The Town Manager and/or the Selectboard's designee shall serve as the Chief Procurement Officer (CPO), unless otherwise indicated.

Section 3.02 - Routine or Daily Purchases

Routine or Daily Purchases may be accomplished without prior Selectboard/CPO approval and without solicitation of formal bids or quotations. However, if practical, pre-purchase quotations are encouraged.

Section 3.03 - Minor Purchases

Minor Purchases may be accomplished without prior Selectboard/CPO approval and without solicitation of formal bids. However, if practical, minor purchases should be accomplished through competitive solicitations.

Minor purchases shall follow established procedures for invoices, verification, and payment or any other relevant procedure. Department heads shall accomplish minor purchases in consultation with the Chief Procurement Officer. Minor purchases may be made through formal bid, written, or oral quotations. Bids or quotations should be sought from at least three (3) vendors unless a sole source is approved as per Article IV, below.

Section 3.04 - Major Purchases

Major purchases shall require approval of the Chief Procurement Officer for purchases between \$2,000 and \$10,000. Purchases greater than \$10,000 shall require a formal bid process and Selectboard approval.

The Chief Procurement Officer shall prepare or cause to be prepared, specifications or a Request for Proposal (RFP), Request for Qualification (RFQ) or a Request for Bids (RFB) for the goods or services required. Such requests shall be made available to vendors and shall be posted on the town website (<https://westminstervt.org>) and on the Vermont Business Registry website.

Such requests and postings shall include the following:

- a. The location, time and place for receiving and opening the sealed bids.
- b. Information on how to obtain bid specifications and bid forms, or the request for proposal.
- c. A description of the goods or services for which bids are to be received.
- d. The right of the Town of Westminster to reject any or all bids if such an action is deemed in the best interest of the municipality.
- e. An outline, where appropriate, of the insurance requirements of the municipality in order to limit the municipality's risk.

Such bids shall be read publicly at the time of the bid opening.

Section 3.05 - **Exempt Purchases**

- (a) The Selectboard may waive the bid process or approve a sole source solicitation for major purchases when the Board determines, in its sole discretion, that waiver of bid or sole solicitation will be in the best interest of the municipality. The Chief Procurement Officer may do likewise for certain purchases. Sole source solicitations should be reviewed to determine that the price offered is fair and reasonable or that there is only one manufacturer/supplier of the goods or services to be purchased.
- (b) Professional Services:
The purchase of professional services shall normally be exempt from the formal bid process. It is recognized that proposals for professional services (including, but not limited to, legal counsel, insurance, engineering/architectural services and other consulting services) are difficult to compare and that weight must be given to many considerations other than price. In any case, the purchase of professional services whose cost is expected to exceed \$10,000 for a project shall require approval by the Selectboard.
- (c) State or Federal Procurements:
Procurement utilizing State of Vermont or Federal Government contracted products or vendors shall be exempt. Purchases utilizing this method should include a copy of relevant State or Federal contract, bid, or related materials.
- (d) Equipment Repairs:
Equipment repairs shall be exempt from both the bid and quotation process. There should be every effort made to find the best and lowest cost solutions available for repairs.
- (e) Utilities:
Utilities shall be exempt from both bids and quotations.
- (f) Service Contracts:
Service contracts shall be exempt from both the bid and quotation process. Contracts in excess of \$10,000 shall require approval by the Selectboard.

Section 3.06 - **Emergency Purchases**

The provisions of this policy may be waived in the event of an emergency. During an emergency situation, when normal procurement would be impracticable, the following procedures shall be followed:

1. The Town Manager shall approve all requests for emergency purchases up to \$50,000. In the event that the Town Manager is unavailable, two members of the Selectboard may approve essential purchases.
2. The Selectboard shall be notified, within twenty-four (24) hours of the transaction, of any emergency purchase greater than \$50,000. The Town Manager shall be notified immediately of all emergency purchases made without his/her prior approval.

Article IV. Vendor Selection

Purchases may be awarded to the least costly, best qualified, and/or most responsible vendor who submitted a complete bid or quotation in a timely manner. Any or all bids, quotations, or proposals may be rejected by the Town if such action is deemed to be in the best interest of the Town. In determining the least costly, best qualified, and/ or most responsible vendor, in addition to the price, the following may be considered:

1. The substantial performance of the bidder in meeting the specifications and other terms and conditions of the solicitation.
2. The ability, capacity, and skill of the vendor to perform the contract or provide the goods or services required, and to do so promptly or within the time specified.
3. The character, integrity, reputation, experience, financial resources, and performance of the vendor under previous contracts with the municipality and/or elsewhere.
4. The quality, availability, and adaptability of the service or goods being purchased, and the ability of the vendor to provide future maintenance and warrantee work if necessary.

Article V. Effect

This Purchasing Policy is hereby adopted by the Westminster Selectboard on June 11, 2024 and is effective 60 days as of this date until amended or repealed. This version of the Westminster, VT Purchasing Policy supersedes all previous versions of the policy.

WESTMINSTER SELECTBOARD

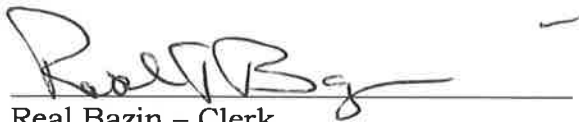
June 11, 2024



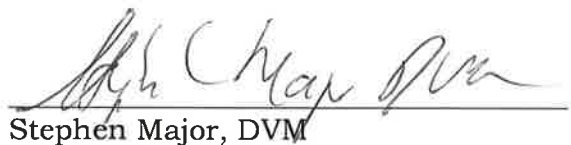
Daniel Crocker - Chair



Jason Perry - Vice Chair



Real Bazin - Clerk



Stephen Major, DVM



Katrina Hamilton