

TOWN OF NORTHPORT

PURCHASE – BID POLICY

PURPOSE:

In an effort to treat all suppliers equitably, the Selectmen desire to set standards for the purchase of goods, materials, and services for the Town of Northport. The Board of Selectmen seeks to standardize the purchasing – bidding procedure, promote fair and equitable treatment of all suppliers and set forth the duties of those involved. This shall include, but not be limited to purchases for office supplies, goods and services, materials, equipment etc.

SECTION 1. DEFINITIONS:

1. Bid most advantageous to the Town.

“Bid most advantageous to the Town” means a bid chosen on the basis of price, quality of merchandise, suitability of merchandise, service reputation and most responsive and responsible bidder and therefore may not necessarily mean the lowest bid received.

2. Competitive Bidding.

“Competitive bidding” means the process of obtaining the bid most advantageous to the Town for any purchase, whether through formal or informal bidding procedures.

3. Informal bid.

“Informal bid” means a written or oral quote obtained from a vendor but not required to be opened publicly at a specified day, place and time.

4. Field purchase.

“Field purchase” means an informal purchase of supplies needed in small quantities for day-to-day operations made directly from a vendor.

5. Formal bid.

“Formal bid” means a written quote obtained in a sealed envelope from a vendor or through advertisement and opened at a specific day, place and time.

6. Cooperative purchase.

“Cooperative purchase” means a purchase made by the Town in conjunction with or from another governmental or quasi-governmental agency, such as but not limited to, the State of Maine or another municipality.

7. Purchase.

“Purchase” means buying, renting, leasing, or otherwise acquiring supplies or services for a price.

8. Services.

“Services” means the lease or rental of all equipment required by the Town, the repair or maintenance of equipment or real property owned by or is the responsibility of the Town and all labor furnished to the Town by persons, firms,

individuals or corporations not part of or connected with the Town government. "Services" shall not include professional services provided to or for the Town by lawyers, architects, engineers, auditors, assessors and/or consultants. Nor shall "services" include utilities such as electricity, water and phone services.

9. Specifications.

"Specifications" means standards, including quality, set as a guide and a measure of that which successful vendors must achieve. Specifications shall be either technical specifications for bids, which shall state formulations as broadly as practicable, yet shall be specific enough to describe the requirements of the project or non-technical specifications for bids, which shall state the quality required in general terms.

10. Supplies

"Supplies" shall mean all supplies, materials and/or equipment.

SECTION 2. PURCHASE LIMITS:

1. A designated representative of the Town may make field purchases when the total purchase price for goods or services being purchased is less than \$1000.
2. All purchases over \$1000 and less than \$5000 shall be accomplished by soliciting costs from vendors. Each item shall include a purchase order with approval from the Town Administrator or Finance Director.
3. All purchases over \$5000 shall be accomplished through the formal bid process. These may be solicited, and/or posted, in a local or regional paper or usual place for postings, with approval of the Board. The Board of Selectmen reserves the right to accept or reject any and all bids or proposals as they deem in the best interest of the town and awarded to the most responsive and responsible bidder.
4. No employee may make any purchase(s) for personal use, only official town business as authorized. Failure to follow this policy as set forth may be cause for disciplinary action.
5. In emergency situations which requires immediate purchase of supplies, services or improvements, whose immediate procurement is essential to prevent delays in the work of any department which may vitally affect the life or convenience of citizens or employees, the Town Administrator shall be empowered to secure at the lowest obtainable price, any supplies or services regardless of amount.
Record of Explanation – a written report of the circumstances of the emergency purchase shall be submitted by the Town Administrator to the Board of Selectmen at the first meeting following the purchase.

SECTION 3: FORMAL-INFORMAL BIDDING:

1. Formal bids shall be required for all purchases in excess of \$5000 unless specifically exempted by this Policy or by action of the Select Board.
2. Informal bidding procedures shall be allowed when a purchase required by competitive bidding may be less than \$5000, unless the Select Board recommends use of the formal bidding process.

SECTION 4: COMPETITIVE BID PROCEDURE

All bids shall conform to the specific format listed in each bid request, and mailed to or filed by the office clerks. Each bid shall be date and time stamped when received. No official or employee of the town shall open such bid until the appointed time. At the time and place stated in the public notice, all bids shall be opened publicly by the Review Team. The Review Team shall consist of the Town Administrator and Finance Director, or other Town Officials designated by the Select Board. Such bid openings shall be open to the public.

SECTION 5: EVALUATION OF BIDS

The review team shall determine if each bid has conformed to bid requirements and meets the bid specifications. Bids that do not conform to the bid requirements or meet bid specifications shall not be considered for preapproval or be recommended for final approval to the Board of Selectmen. Late bids will not be accepted. In addition to price the Board will award the bid to the most responsive and responsible bidder based upon the following criteria:

- a) The overall total cost;
- b) The ability, capacity and skill of the bidder to perform the bid or provide the service specified;
- c) Whether the bidder can perform the bid or provide the service promptly, or with the time specified, without delay or interference;
- d) The quality of performance of previous bids;
- e) The previous existing compliance by the bidder with the laws and ordinances relating to the bids;
- f) The sufficiency of the financial resources and ability of the bidder to perform the bid;
- g) The quality, availability and adaptability of the supplies, or contractual services to the particular use required;
- h) The number and scope of conditions attached to the bid;
- i) Such other factors as may be indicated in writing by the agent that demonstrate that the bid is not in the town's best interest and does not promote the purposes of this policy.

SECTION 6: BID CORRECTIONS

After bid opening, a bidder may NOT change the price or any other bid provision in a manner prejudicial to the interests of the town or fair competition. If a clerical or administrative mistake is made, and the intended bid is clearly evident on the face of the bid document, the review team, or Select Board, may correct the mistake to reflect the intended correct bid and notify the bidder in writing of the correction. For example, if a bid proposes a unit price, but the extension of such price contains an arithmetic error and the intent of the bid is

clear, such informality may be waived. A bidder may not withdraw a bid unless a mistake is evident on the face of the bid document and the intended correct bid is not similarly evident.

SECTION 7: ACCEPTANCE-REJECTION

The Board of Selectmen reserves the right to accept or reject any and all bids or proposals and reserves the right to waive any informality in proposals as they deem in the best interest of the Town and awarded to the most responsive and responsible bidder.

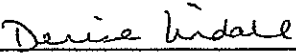
Failure to follow the policy as set forth may be cause for disciplinary action under the Town of Northport Personnel Policy.

Adopted November 5, 2012; Northport, Maine by the Northport Board of Selectmen.

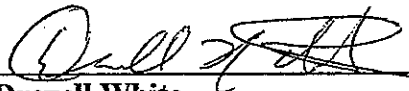
Revised April 1, 2013



Paul Rooney, Chairman



Denise Lindahl



Drexell White