

provide a quotation.

- C. If oral quotes are received, the department head or Purchasing Agent shall keep a record of the quotation, to include the name of the person from whom the quote was received, the date and time the quote was received, and the quoted price.
- D. The Department Head or Purchasing Agent shall attempt to obtain (not less than) three (3) quotes on every purchase subject to informal bidding procedures (if it is possible to obtain three such quotes).
- E. In all cases, the bid determined to be the “most advantageous to the Town” in terms of price, quality and other factors being considered shall be awarded.

Section 7. Administrative Procedures and Conditions

Competitive bids, either formal or informal, shall be administered by the Purchasing Agent, or his/her designee, and shall be subject to the following conditions:

1. The Purchasing Agent, or his / her designee, shall maintain a record of all bids received and such records shall be open to proper inspection by any person.
2. All bids received through the formal bid process shall be notified in writing of bid results within ten(10) days of the award.
3. Tie bids shall be resolved by either the Purchasing Agent or the Board of Selectmen, as is consistent with Section 5, Part 2, of this policy.
4. All bids will be awarded on the basis of the bid “most advantageous to the Town”.
5. The Town reserves the right to reject any and all bids, to investigate the qualifications of any bidder, and to waive or not waive any and all informalities in any bids when making an award.
6. If an award is to be made to other than the low bidder, the Purchasing Agent shall be responsible to file a full and complete statement of the reasons for determining that the low bid was not the bid “most advantageous to the Town”, together with all papers relating to the bidding process, upon the request of the Board of Selectmen.
7. The Town shall retain custody of all bid materials submitted to the Town pursuant to this policy.

Section 8. Duties of Department Heads

Department heads shall be responsible for identifying those characteristics, which constitute an