

bids, describing the Town's requirements clearly, accurately and completely; but, avoiding unnecessarily restrictive specifications or requirements that may unduly limit the number of bidders. The term "invitation for bids" shall mean the complete assembly of related material (whether attached or incorporated by reference) to be furnished to prospective bidders for the purpose of submitting sealed bids.

- B. The Purchasing Agent shall determine that the requirements of the Town are clearly stated within the invitation for bids. Each invitation for bids shall note that all purchases are subject to the conditions as set forth in Section 7 of this policy.
- C. The Purchasing Agent shall publicize the invitation for bids at the Town Hall, advertising in a newspaper with a local and / or regional circulation, or by other such means the Purchasing Agent may deem to be in the best interest of the Town.
- D. Invitations for Bids, whether "Request for Bids" or "Request for Proposals", shall be mailed or advertised at least ten (10) calendar days prior to the time set for public opening of sealed bids.
- E. Bidders shall submit sealed bids to the Town prior to the date and time specified for the opening of bids. Late bids shall not be accepted under any circumstance.
- F. Bids shall be publicly opened at the place and time specified in the invitation for bids. Bids will be taken under advisement at that time, and shall be referred to the Board of Selectmen for consideration at their next meeting.
- G. A contract, either written or verbal (as appropriate), shall be entered into with the vendor whose bid conforms to the invitation for bids and whose bid is considered to be the "most advantageous to the Town". Award of the bid may be delayed pending verification of the bidder's credentials and references, or to allow for a thorough review of all bids received by the Board of Selectmen.

2. Procedures for Informal Bidding: Procedures to be followed in the Informal Bid Process shall be as follows:

- A. The Department Head or Purchasing Agent shall solicit informal bids from vendors either by means of a written notice or (more regularly) by telephone inquiry.
- B. The inquiry, either written or oral, shall describe the Town's requirements in a clear, accurate and complete manner while avoiding unnecessarily restrictive specifications or requirements that may inhibit the vendor's willingness to