

specifications for bid (which shall state formulations as broadly as practical, yet specific enough as to describe the requirements of the Town) or non-technical specifications for bid.

8. **Field Purchases:** a purchase of supplies, in small quantities and with a total purchase price of less than \$2,500.00, needed for day-to-day operations of a municipal department; said purchase to be made by the department head or a designated representative.
9. **Cooperative Purchases:** a purchase made by the Town in conjunction with, or from, another governmental / quasi-governmental agency, such as, but not limited to, the State of Maine, York County, the Greater Portland Council of Governments, SMRPC, MSAD #60, or another municipality.
10. **Blanket Purchase:** in those circumstances where the Town typically purchases some supplies and / or services on a regular basis throughout the year, the Town shall subject those purchases to competitive bidding only once each year -- referred to as a blanket purchase. The bidding process shall be clearly identified as a blanket purchase to obtain the bid "most advantageous to the Town", and should be concluded prior to the beginning of the fiscal year for which it shall be in effect (i.e., during June of any given year).
11. **Emergency:** An emergency is any situation or circumstance which will inhibit the department from providing delivery of services when said services are, or may be, needed; for example, the incapacity of any fire truck at any time, the incapacity of a police cruiser at any time, the incapacity of a DPW plow truck during a winter storm (or at a time when a storm is anticipated), the break of a water service line, etc. In order to conform with the resolution of a crisis, the purchase of emergency supplies, and / or services will be subject to the blanket purchase bidding requirements, as defined herein.

Section 3. Applicability

This policy shall apply to all purchases made by all departments and agencies of the Town, except as may be otherwise specified herein.

Section 4. Appropriation

Neither the Purchasing Agent, nor any department head, shall make any purchase, or allow any purchase to be made, unless and until an appropriation therefore has been approved by the Town's legislative body.

Section 5. Purchase Limits

The following purchasing (dollar) limits shall pertain to all purchases made by, or on behalf of, the Town of Berwick; except as otherwise provided within this policy: