

1. A department head, or the department head's designee, may make a field purchase when the total purchase price for the goods and services being purchased is less than \$2,500.00.
2. A department head must submit a written request, known as a "purchase requisition", to the Purchasing Agent, prior to the commitment of funds for said purchase, when the total purchase price for goods and / or services being purchased is between \$2,500.00 and \$5,000.00. Purchase requisitions may be signed by the department head only. Purchase requisitions are then converted to purchase orders prior to making said purchase:
3. All purchases totaling \$5,001.00, or more, shall be made through the formal bid process.
4. Purchases made in emergency circumstances shall be considered to be exempted from the aforementioned limits. Notification that the emergency exists is made to the Town Manager and a discussion between the Department Head and Manager takes place as to how this emergency purchase will be paid for.

Section 6. Competitive Bidding

"Competitive Bidding", in the form of formal bid, shall be required for all purchase in excess of \$5001.00, unless otherwise provided for within this policy. Informal bidding procedures shall be followed by the Purchasing Agent in all applicable situations where the total purchase price is greater than, or equal to, \$2,500.00, but less than, or equal to, \$5000.00.

The Purchasing Agent may waive the requirements for competitive bidding for purchases in excess of \$5001.00 in cases or emergency, or when the purchase is inappropriate for competitive bidding due to the nature of the time, the limited number of suppliers, time constraints or other factors. In such an instance, the Purchasing Agent shall be responsible to file a full and complete statement of the reasons for waiving the competitive bidding requirements with the Board of Selectmen, if so requested. Additionally, purchases made under a "blanket purchase" arrangement are considered to have been subjected to the competitive bid process previously and are exempted from further competitive bidding processes.

The Purchasing Agent may make cooperative purchases without adhering to the competitive bidding process if the Purchasing Agent determines that the purchase is being made after competitive bidding by the cooperative entity or at a price more advantageous than the Town would be likely to obtain by competitive bidding.

1. **Procedures for Formal Bidding:** Procedures to be followed in the Formal Bid Process shall be as follows:
 - A. The Department Head shall submit to the Purchasing Agent the invitation for