

“acceptable quality” of supplies and services to be purchased. Subsequently, the department head shall be responsible to establish specifications based upon those characteristics.

Department heads are empowered to reject any unacceptable supply of goods, and / or materials provided to the Town by a vendor -- on the ground of low quality -- and shall supply the Purchasing Agent with a written report detailing the reasons for such rejection.

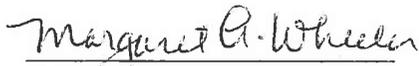
Department heads shall be responsible to work with the Purchasing Agent to insure that all necessary blanket bids (especially those required for securing emergency supplies and / or services) are processed during the month of June -- so that they are in place at the beginning of the new fiscal year.

In conjunction with the annual budgeting process, department heads shall provide the Purchasing Agent with a list of the estimated annual requirements for frequently used supplies. In conjunction with this, the department head shall be responsible to maintain an inventory of the supplies within his / her department.

Department heads shall also maintain an inventory of equipment for their department. Department heads shall report to the Purchasing Agent any items, which are beyond their use, which need to be replaced and / or which are no longer of use to departmental operations.

This policy is amended this 19th day of OCTOBER, ²⁰⁰⁴ by the Berwick Board of Selectmen from the original Purchasing Policy enacted on January 27, 1997.


Thomas D. Fournier Sr., Chairman


Margaret A. Wheeler


Bruce W. Plante

Clifton Locke


Marcia E. Elton