

POLICY DIRECTIVE PURCHASING

Section 1. Purpose

The purpose of this policy is to standardize the purchasing procedure for the Town of Berwick, thereby securing for the town the advantages of a uniform purchasing policy. It is designed to save taxpayers' money and increase public confidence in the procedures for municipal purchasing; to promote the equitable treatment of all suppliers of goods and services; and to set forth the duties and responsibilities of the Purchasing Agent and the department heads as those responsibilities pertain to the purchasing system.

Section 2. Definitions

1. **Bid Most Advantageous to the Town:** a bid chosen on the basis of price, quality of Merchandise, suitability of merchandise and service reputation of the vendor; therefore, this bid may not necessarily mean the lowest bid received.
2. **Competitive Bidding:** the process of obtaining the "bid most advantageous to the Town" for any purchase, whether through formal or informal bidding procedures.
 - A. **Formal Bid:** written quotation received in a sealed envelope from a vendor and opened publicly at a specific place/date/time pursuant to a "Request for Bids" or a "Request for Proposals"
 - B. **Informal Bid:** written or oral quotation received from a vendor as a result of an inquiry from the municipality, which does not have to be opened publicly at a specific place/date/time
3. **Purchasing Agent:** The Town Manager, or Town Manager's designee.
4. **Purchase:** buying, renting, leasing or otherwise acquiring supplies or services for a price.
5. **Supplies:** all supplies, materials and equipment.
6. **Services:** the lease or rental of all grounds, buildings, offices or equipment required by the Town; the repair or maintenance of real property or equipment owned by, or responsibility of, the Town; and all labor furnished to the Town by persons, firms or Corporations, which are not a part of, or connected with, the Town government. The Term "services" shall not include the following:
 - A. Professional services provided to the Town by lawyers, engineers, architects, Auditors and other consultants;
 - B. Utilities - to include electricity, telephone, water et al.
7. **Specifications:** standards, including quality, as established by the Town as a measure of that which a successful vendor must achieve. Specifications may be technical