
1. INTRODUCTION

This policy is intended to provide practices and procedures necessary for the conduct of purchasing activities for the Town of Litchfield. This policy is designed to:

- a. Encourage maximum competition through fair and equal opportunity to those qualified and interested.
- b. Provide a uniform procedure for the procurement of material, equipment, supplies and services.
- c. Ensure that taxpayers are getting the "best overall value" for their dollars.
- d. Apply to all Town Departments, Boards, Committees, Commissions, Elected and Appointed Officials under the authority of the Board of Selectmen.

2. PURCHASING PROCEDURES AND PURCHASE ORDERS

- a. All purchases require prior approval by the Department Head or designee.
- b. The Town administrator shall approve purchase orders prior to the purchase of capital items, goods or services valued at greater than or equal to \$5,000, but less than \$12,000.
- c. The Board of Selectmen shall approve purchase orders prior to the purchase of capital items, goods or services equal to \$12,000 or greater.
- d. Vendors listed in Appendix A shall be exempt when the Finance Department has a written contract or agreement on file establishing a routine or regular purchase of goods or services or specific vendors where goods and services are purchased routinely over the course of the year from whom cumulative purchases will exceed the purchase order threshold. All exceptions shall be reviewed annually by the Board of Selectmen.
- e. Some of the factors considered when determining the "best overall value" as referenced in section 1.c above are:
 - Price
 - Quality
 - Warranty
 - Service
 - Availability
 - Past Performance of the vendor
 - References
- e. Throughout this document, the authority vested to the Town Administrator may be delegated upwards to the Board of Selectmen in the absence of the Town Administrator.
- f. In all cases where the department is the purchaser of goods or services requiring a purchase order, the purchase order for payment authorization must be signed by the Town Administrator. In no case may a single individual perform purchases and authorize their own actions. The Town Administrator will have eligible purchase orders approved by the Board of Selectmen. Delegation of purchase orders to avoid a conflict with this section are not authorized.

ensure the bid complies with the bid specifications. Purchases involving contracts awarding the proposals to be signed by the Town may be reviewed by Town Counsel prior to presentation to the Board of Selectmen. The award of a purchase contract or a services contract requires the approval of the Board of Selectmen, who may choose to delegate this authority to the Town Administrator on a case by case basis. If at least three proposals are not received, the Board of Selectmen may require another RFP Process.

- d. Bids may not be awarded to the lowest bidder based on various factors that may weigh against the bidder as detailed in section 2d above. In all cases where a bid is not awarded to the lowest bidder for capital items or goods or services whose value is greater than or equal to \$5,000, but less than \$12,000, the awarding of the bid must be approved by the Town Administrator; awards for items or goods or services whose value is greater than \$12,000 must be approved by the Board of Selectmen. In both cases, the reason for the awarding of the contract to other than the lowest bidder will be documented by attachment to the purchase order;

4. PROFESSIONAL SERVICE CONTRACTS

Either the Request for Proposal (RFP) or Request for Quotation (RFQ) process (or a combination) may be used for professional service contracts. The primary difference between the two processes is that in the RFP process, a specific proposal is received and evaluated. The proposal includes a scope of work and a cost proposal. In the RFQ process, Statements of Qualifications (SOQs) are received and selection is made upon those qualifications. In this process, a mutually acceptable scope of work and contract amount is negotiated with the successful bidder.

The RFP/RFQ must be approved by the Town Administrator, must be in writing and must be posted on the Town's website for at least fourteen (14) calendar days prior to opening. Direct solicitation to qualified bidders is also allowed. Invitations for proposals may also be publicly advertised in local newspapers, relevant professional journals or applicable websites. Invitations to bid should allow at least fourteen (14) calendar days from initial publication until the due date for submissions. The Town Administrator must approve the invitation to bid strategy prior to posting of any invitation and will advise the Board of Selectmen as to the strategy at the Board's next regular meeting. The Board of Selectmen may authorize a publication period of less than fourteen (14) calendar days. Proposals or SOQs must be submitted to the Town in a sealed envelope marked with the name of the request as indicated in the instructions.

Proposals shall be opened before the public at a date, time and place designated in the RFP/RFQ. All proposals shall be opened under dual control by the Town Administrator and Department Head. In those cases where the Town Administrator functions as the Department Head, the Finance Manager or a member of the Board of Selectmen shall serve as the dual control. The proposals shall be analyzed (based upon the "best overall

7. EMERGENCY PROCUREMENTS

Emergency procurements may be made when a threat to public health, welfare or safety exists, provided that such emergency procurement shall be made with such competition as is practical under the circumstances. In case of an emergency requiring immediate purchase of materials, supplies, equipment or services, the Board of Selectmen authorizes department heads to approve such emergency purchases if the situation permits. The Town Administrator shall be notified as soon as possible as to the emergency and the associated purchases. As soon as is practicable, standard purchasing procedures will be reinstated. The Town Administrator will notify the Board of Selectmen of each occurrence. In all cases for emergency purchases, receipts are required and shall be turned into the Finance Department as soon as possible.

8. ARTIFICIAL DIVISION PROHIBITED

Purchases shall not be artificially divided so as to create lower purchase amounts and therefore avoid the requirements of this policy. Service contracts or purchases of goods on an open contract must be evaluated upon the total cost through the life of the contract and the appropriate approvals obtained based upon that price. Whether or not a proposed purchase constitutes artificial division shall be determined by the Town Administrator.

9. EXCEPTIONS.

Exceptions to the policy will be determined on a case by case basis by the Board of Selectmen.

10. LOCAL ADVANTAGE

The Town of Litchfield will make every effort to purchase from businesses located within the Litchfield area if the purchase fits into the category of "best overall value." It must be noted that the Town of Litchfield employees have a responsibility to the taxpayers of the Town to ensure that bids are awarded to vendors offering their products or services at the "best overall value" to the Town.

11. CANCELLATION AND REJECTION OF PROPOSALS

An invitation for proposals or other solicitations may be canceled or rejected, in whole or part, as may be specified in the solicitation when it is in the best interest of the Town.

12. ETHICS IN PUBLIC PURCHASING AND CONTRACTING

In accordance with RSA 95:1, no person holding a public office in the Town of Litchfield, either appointed or elected, shall, by contract or otherwise, except by open competitive pricing, buy real estate, sell or buy goods, commodities, or other personal property of a value in excess of \$200 at any one sale to or from the state or political subdivision under which he holds his

TOWN OF LITCHFIELD PURCHASING POLICY

Approved by BOS 2022 May 9, 2022

APPENDIX A - Vendor Exception List

The following vendors are not subject to the competitive pricing requirements of this policy as required in section 3 - Purchases. However, purchase orders are still required in accordance with section 2. Whenever possible, even with a vendor on the exception list, those making purchases should investigate cost savings alternatives.

2-Way Communication - radio & communication equipment

AAA Police Supply

Access AV

Affiliated HVAC Services - general repairs/maintenance of HVAC systems

A.H. Harris

American Security & Fire Protection - alarm services

Avitar Associates of New England - assessing services & Town Clerk/Tax Collector software

B & H Photo - cable

Bellemore Catch Basin Maintenance - catch basin maintenance

Bergeron Protective - fire protective equipment

BJT Truck Repairs - vehicle maintenance

BMSI - software services

Bound Tree Medical - EMT/Paramedic supplies

Bradley Tree - tree maintenance/removal and winter plowing

Bridge & Byron - printing

Brox Industries - salt, sand, patch

Chappell Tractor (B-B Chain Inc.) - equipment repairs and maintenance

Consolidated Communications - telephone & internet service

Continental Paving - sand, gravel and asphalt (only)

Continental Resources - IT equipment & services

Comcast - telecom services

Conway Office Solutions - copier charges

Dalmatian Landscaping - cemetery groundskeeping & winter plowing

Dalton Farms - plowing

Dave's Auto Center - vehicle repair

Dennis K. Burke - fuel

Donovan Equipment - vehicle maintenance & repair

Eagle & Son - winter plowing

Eastern Minerals - salt

TOWN OF LITCHFIELD PURCHASING POLICY

Approved by BOS 2022 May 9, 2022

Liberty International Trucks - vehicle repair & maintenance
Maynard & Lesieur - tires
MelansonHeath - accountants
McDevitt Trucks, Inc. - vehicle repair & maintenance
McMulkin Chevy - vehicles & repairs
M. H. Falardeau Electric
Minuteman Security Technologies
Mitchell Municipal Group - legal services
Moore Medical Supply
Motorola Solutions
Municipal Pest Management - mosquito control
Nashua Regional Planning Commission - planning & mapping services
Naticook Lawn & Landscape - Ryan Lane - plowing/Field Maintenance
Neptune Uniforms - police uniforms
NHMA - legislative services
NRSWMD - Nashua Regional Solid Waste District
Onsolve (code red)
Ouellette, Scott - plowing
Pennichuck Water Works Inc - water services
Power Up Generator - equipment repairs/maintenance
PretiFlaherty - legal services
Primex - Property Liability, unemployment and workers compensation insurance
Quirk - vehicle repairs
Rourke, Frederick - plowing
Rymes Oil - heating and vehicle fuel
Smith, Ross - plowing
Sojka, Matthew - plowing
Southern NH Special Operations Unit - Police mutual aid
Southeastern NH Hazardous Materials District - Hazmat mutual aid
Southworth-Milton - equipment repair and maintenance
Stratton, Jerry - plowing
Sullivan, Matthew - meeting minutes
TDD Earth Technologies - plowing
The Durkin Company - Janitorial Supplies
TLC Landscaping LLC - plowing
Town of Hudson - Ambulance - ambulance & dispatch services
Tri-Tech Software Systems - Police software
Union Leader - notices