

Town of Starksboro

Purchasing, Capital Expenditures, and Contracted Services Policy

1. **Purpose:** The purpose of this policy is to establish a process for purchasing goods and services that will increase efficiency, promote fairness, accountability and confidence and provide necessary supplies and services in a timely and cost-effective manner. It is the intent of the Selectboard that elected and appointed officers and town employees make purchases in a prudent manner and operate within the town budget.
2. **Application:** This policy shall apply to all purchases of goods and services for the Town of Starksboro by its elected and appointed Boards, Commissions, town officials and employees, except where conditions of state or federal funds, or conditions of a grant, gift or bequest mandate otherwise.
3. **Definitions:**
 - a. Recurring/budgeted purchases are those purchases of goods or services made in the normal course of Town operations. These purchases are included in the voted budget and cover items such as road maintenance, supplies, short term rental of equipment, office supplies and software licenses;
 - b. Grants, gifts and bequests are funds received by the Town for one or more specific purpose(s);
 - c. Major purchases are those occasional purchases of goods or services in an amount of \$5,000 or more. These purchases would usually result from significant maintenance or improvement projects, or the replacement of equipment and vehicles;
 - d. Regular purchases are those occasional purchases of goods or services in an amount of at least \$2,500 but less than \$5,000. These purchases would result from maintenance or improvement requirements, such as water testing at the town landfill;
 - e. Incidental purchases are those occasional purchases of goods and services in an amount less than \$2,500;
 - f. Sole source vendor is a vendor approved by the Selectboard to provide certain goods and services for Starksboro; and
 - g. Emergency purchases are those urgent purchases of goods and services that are required to protect the public health, safety and welfare, or the property of the Town.
4. **Procedures:**
 - a. **Recurring/budgeted purchases** may be made in the normal course of Town operations based on quality of the goods and services offered, cost, ability of the vendor to provide the goods or services in a timely manner, ability of the vendor to provide future maintenance, and the ability, capacity and skill of the vendor demonstrated under prior contracts with the Town. Elected and appointed town officials, the Road Foreman, the Zoning Administrator, and the chairpersons of elected and appointed Boards and Commissions may make

recurring/budgeted purchases within budgeted amounts. All unbudgeted purchases require Selectboard approval prior to purchase.

- b. **Grants, gifts and bequests** may be spent in accordance with the terms of the grant, gift or bequest. In general, the Town Board or Commission that initiated the request will decide how to best spend the funds, but see section 5 regarding town owned buildings and land.
- c. **Major purchases** require a formal bid process which shall include:
 - 1) Advertisement/notification of the invitation to bid or request for proposal (RFP) in a newspaper of general circulation in Starksboro. Notifications in the Front Porch Forum and/or Starksboro Gazette will meet this requirement.
 - 2) Other notifications/advertisements at the discretion of the Selectboard.
 - 3) Direct notice of the invitation to bid or RFP to specific providers at the discretion of the Selectboard
 - 4) Notice of the place and deadline for receipt of the sealed bids or RFPs.
 - 5) A description of the supplies, materials, equipment or services required and information on how and where to obtain more detailed specifications and bid or RFP forms.
 - 6) Information on insurance requirements for the bidder or proposer.
 - 7) A statement of the right of the Town of Starksboro to reject any and all bids or RFPs if doing so is deemed by the Selectboard to be in the best interests of the Town of Starksboro
 - 8) Public opening of the bids or RFPs by the Selectboard at a time designated by the Selectboard.
- d. **Regular purchases** require competitive solicitation of bids or RFPs but may be done by the formal bid process. Competitive solicitation includes:
 - 1) Soliciting bids or quotations from at least two (preferably three) vendors unless a sole source vendor has been approved by the Selectboard; and
 - 2) Selection of vendor based on quality of the goods and services offered, cost, ability of the vendor to provide future maintenance, and the ability, capacity and skill of the vendor demonstrated under prior contracts with the Town.
- e. **Incidental purchases** may be made without a formal bid or competitive solicitation. Such purchases may be made by appointed and elected town officials and town employees within the constraints of the town budget. Incidental purchasing choices shall be made based on cost, quality of goods and services, and the best interests of the Town of Starksboro. Unbudgeted purchases must be approved in advance by the Selectboard.
- f. **Sole Source Vendor:** The Selectboard may approve a sole source vendor for regular or incidental purchases. Approval shall be made annually for each sole source vendor and shall take into account general availability of the goods or services, quality and cost of the goods and services, and the ability, capacity and skill of the vendor demonstrated under prior contracts with the Town of Starksboro
- g. **Leasing Equipment:** The Selectboard shall approve all leasing of equipment, with the exception of short terms rentals as required by the Road Foreman, Town Clerk or Town Treasurer.

- h. **Purchase of Professional Services:** The purchase of professional services for the Town of Starksboro shall be exempt from the formal bid process. Such services include, but are not limited to, legal counsel, insurance, engineering/architectural services and consulting services. The Selectboard shall purchase such services according to the best interests of the Town of Starksboro.
 - i. **Cooperative Purchasing:** The Town of Starksboro may enter into cooperative lease or purchase agreements with other municipalities, at the discretion of the Selectboard. The authority to enter into cooperative purchasing agreements may be delegated to the Road Foreman, Town Clerk or Town Treasurer.
 - j. **Emergency Purchases:** When an emergency threatens the health, lives or property of the residents of the Town, or threatens the property of the Town or the delivery of necessary services to the residents of the Town, the following town officials and/or employees shall have the authority to purchase emergency supplies and services while acting in the best interests of the Town: Selectboard, Town Clerk, Town Treasurer, Health Officer, First and Second Constables, Road Foreman.
5. **Town Owned Buildings and Land:** All improvements, changes, additions, and significant maintenance to town owned buildings and land must be approved in advance by the Selectboard. This includes, but is not limited to, remodeling, energy efficiency projects, replacement or installation of equipment, emplacement of monuments or memorials, and change of use of existing buildings or land.
 6. **Sales/Use Tax:** The Town of Starksboro is exempt from sales and use tax. Anyone making purchases on behalf of the Town is required to present Starksboro's tax exempt identification at the time of purchase. The Town of Starksboro will not reimburse for any sales or use tax paid by individuals who purchase items on behalf of the Town.
 7. **Expense Reimbursement:** On occasion, town officials and employees may find it necessary to make purchases on behalf of the Town and request reimbursement for those purchases. All such requests must meet the provisions of this policy in order to be considered by the Selectboard for reimbursement.

Adopted:

Signatures

Date