

**Proposed changes to DIVISION 2. PURCHASING.**

1/2/08

(Changes noted in bold and underline.)

**DIVISION 2. PURCHASING**

Sec. 2-261. Scope.

The purpose of this division is to obtain the best available price for quality materials, goods and services provided by a responsible party, by requiring competitive bids for all such items furnished to the town over the value of \$25,000.00 exempting those goods and services specifically exempted by this article.

Sec. 2-263. Expenditures over twenty five thousand dollars; bids; written contract; notice.

Whenever any services must necessarily be done to execute or perfect a particular municipal undertaking, or any goods or products are needed for any particular municipal purpose, and the several parts of said services or goods shall together involve the expenditure of more than \$25,000.00, a written contract for such work or supply shall be made, under such regulations as the Board of Selectmen or other board authorized may by vote direct, which contract shall be founded on sealed bids or proposals made in compliance with public notice, and advertised by publication in a newspaper having a circulation in the town at least five days before the time fixed for opening such bids or proposals.

Sec. 2-265. Same - Rejection; award to lowest bidder.

The board reserves the right to reject any and all bids. The board shall award the contract within 60 days of opening the bids to the lowest responsible qualified bidder; the quality of the articles supplied, the past experience with the bidder, their suitability to the requirements of the town government, delivery terms and other relevant factors being taken into consideration where it appears to be in the best interest of the town.

Sec. 2-266. Deposit of check or bid bond with board - Prerequisite to reception of bid.

Whenever proposals for furnishing supplies or doing work are invited by an advertisement by the Board of Selectmen, or other authorized board, such board is directed to require as a condition, precedent to the reception of any proposal, a bid bond or deposit with the board of a check drawn to the order of the town treasurer. This check or bid bond shall be required for goods and services over the amount of \$25,000.00 unless specified in the standard conditions of bid or bid proposal package. This check or bid bond shall be for an amount of not less than five percent of the amount required by such bid to be paid by the town for the proposed services to be done or supplies to be furnished to the town.

Sec. 2-268. Purchases exempt from provisions requiring public bid.

- (d) The provisions of this division shall not apply to purchases or contracts to purchase any commodity or service requiring an expenditure of less than \$25,000.00, unless required by the town meeting action authorizing the purchase or contract to purchase or unless the Board of Selectmen or the Board of Education determines that the purchase or contract would be more advantageous if sealed bids were invited.