

BID PROCEDURES

Town of East Windsor Purchasing Policy

January 19, 2023

1. PURPOSE

This policy will be in effect for all purchases for capital items or services by departments, boards, commissions and other organizations receiving funds from the Town for specific purchases. The use of CRCOG, Sourcewell or State bid results will be allowed as an alternative to this policy.

2. PURCHASE AMOUNTS

2.1 Purchases between \$5,000 and \$20,000. Three requested written quotations are required prior to purchase.

2.2 Purchases over \$20,000. Purchases over \$20,000 must follow the sealed bid procedure.

3. SEALED BID PROCEDURE

3.1 Qualification of Vendors/Bidders. Vendors that have been found to be delinquent to the Town of East Windsor for personal, motor vehicle or real property taxes shall be disqualified to bid until such delinquency is resolved.

No attempt is made to designate bidders with regard to their capabilities. Pre-qualifications are not done because no provision has been made in either the Charter or the Ordinances to permit such disqualification of a potential vendor. Where pre-qualifications are to be done, they would include such factors as the vendor's credit rating, solvency, supply capacity, a review and analysis of the applicant's place of business, number of people working for the supplier, etc.

3.2 Bids.

Sealed bids are publicly opened and read aloud at the time specified in the bid package. Vendors are invited to attend bid openings and may inspect all bids in the First Selectman's Office following the opening. *Under no circumstances will the town accept bids after the date and time specified in the Invitation to Bid.*

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BY: *Amy R. Land, Clerk*

3.3 Request for Proposals for Professional Services

A Professional Service is understood to be on-call, day-to-day maintenance and repair of Town owned or operated facilities. These services may include electrical, plumbing, HVAC repair, emergency road repair, tree removal, and general contracting (including painting, carpentry, window cleaning or repair, etc.) Those services shall be bid from time to time, but not less than once every three (3) years.

The Town reserves the right to maintain multiple approved vendors for each category of professional service to ensure a timely response to the needs of the Town. Based on the vendor list, the first call for each type of service shall go to the lowest responsible bidder.

It is understood that certain circumstances may preclude the use of the bid process, or that the bid process may not be in the best interests of the town (i.e. in the event of a need for emergency repairs.) A monthly report shall be submitted to the Board of Selectmen explaining the following information: the vendor used, the date of the call for service, the cost, and a brief narrative explaining why the project was assigned to an on-call vendor rather than be put out to bid.

3.4 Bid Awards. In making a bid award, the following procedural guidelines shall govern all related activities:

- A. **Determination of the lowest responsible bidder.** The lowest responsible bidder is that person or firm whose bid to perform the work is lowest, who is qualified and competent to do the work, whose past performance of work is satisfactory to the town and whose bid documents comply with the procedural requirements stated within the town's bid specification package. It is the town's intent to award contracts to the lowest responsible and qualified bidder. The town reserves the right, for any reason or for no reason, to reject any bid or all bids, to negotiate with any or all bidders, to waive any informalities, irregularities or omissions in any bids received or to afford any bidder an opportunity to remedy any informality or irregularity if in the opinion of the town it is in the best interest of the town to do so.
- B. **Consideration of local bidder option.** Consideration must be afforded to any local bidders having submitted a bid that is not more than ten (10) percent higher than the lowest responsible bidder.
- C. **Recommendation for contract award.** Recommendations for award are stated by the department head. If a vendor other than the lowest bidder is selected, a detailed explanation for selecting such vendor must be included. This documentation shall become part of the permanent purchase order file.
- D. **Board of Selectmen review and action.** Said action may involve either an acceptance or a rejection of the bid in question. Rejections may result from an insufficient number of bid responses. In the event that a bid is rejected, the goods/services involved will be subject to a re-bid.
- E. **Vendor notification of award.** Following Board of Selectmen approval, a letter of notification will be generated by the Department Head and sent to the awardee,

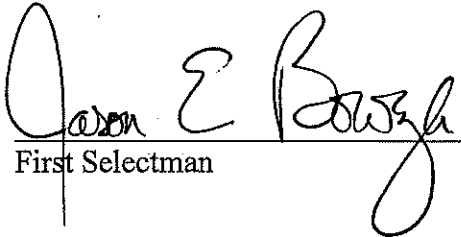
with instructions to forward all necessary documentation to the Treasurer's Office (e.g. certificates of insurance, bonds, etc.) Once said materials are received, an enabling Purchase Order will be issued. Work shall not commence until a P.O. has been issued.

3.5 Waiver of Bid Policy

The Board of Selectmen may, by a majority vote, waive this policy for any reason.

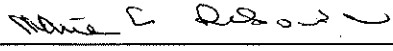
APPROVED January 19th, 2023

TOWN OF EAST WINDSOR, BOARD OF SELECTMEN



First Selectman

Attest:



Deputy First Selectman