

Town of Machias Purchasing Policy

Spending Authorization

The Town Manager is designated by 30-A M.R.S.A. §2636 (7) as the Purchasing Agent for the Town. The Selectmen may require that all purchases over a certain amount must be submitted to sealed bid. The limit determined by the Machias Board of Selectmen for sealed bid is for purchases over \$2,500.

Accordingly, the Manager and Department Heads are authorized to spend within budget appropriations. Purchases within the dollar ranges specified below must meet the requirements listed.

\$0 - \$500. Formal competitive bidding is not required. However, the purchaser should endeavor to get the best value for the money spent. Department Head or his designee can approve the purchase.

\$500 - \$1,000. Verbal quotations should be solicited from a minimum of three qualified bidders, if available. The Town Manager will make the purchasing decision.

\$1,000 - \$2,500. Written quotes should be solicited from a minimum of three qualified bidders, if available. The Town Manager will make the purchasing decision.

Over \$2,500. Written bid specifications or equivalent should be approved by the Town Manager. The bid shall be advertised by the most efficient means possible, in order to encourage the widest possible competition. Sealed bids shall be specified and opened at a public meeting. The Board of Selectmen may award the bid to the lowest bidder, and Authorize the Town Manager to sign the purchase order or contract. Only the Board of Selectmen may award the bid to anyone other than the lowest bidder.

Total Cost Bidding

If the Town Manager feels that it is in the best interest of the Town not to award the bid to the low bidder, he may refer the award of the bid to the Board of Selectmen. The Board of Selectmen shall award the bid to the best bidder; not necessarily the lowest bidder; keeping in mind the total cost over the life of the project or equipment, the quality of material, availability of service, contributions by the bidder to the local tax or employment base and other significant factors.

Cooperative Purchasing

Competitive bidding requirements may be delegated by the Town Manager to area-wide or State-wide purchasing cooperatives.

Exemptions from Competitive Bidding:

1. Emergency repair or replacement where it is determined by the Town Manager that the repair or replacement cannot be delayed sufficiently to conform to the policy.
2. Contracts for professional services
3. Hourly rate contracts, which cannot be effectively estimated.
4. Situations in which it is determined by the Town Manager that only one firm can effectively provide the required service or materials.
5. The letting of contracts or purchases of additional quantities, where the Town has recently awarded bids as normally required, and the successful bidder is willing to honor his original price.

Machias Board of Selectmen:

Warrin Bay

Ogden

Whalen

Sean Davis

Dated: JAN 14, 2015