

TOWN OF ACTON'S PURCHASING POLICY

Purpose: To establish guidelines for the purchasing of supplies and services for the Town of Acton.

Authority: The authority for the purchase of supplies and services lies solely with the Board of Selectmen. The Board may delegate this authority as it sees fit to appropriate Department Heads.

Operational Expenses: All normal operational expenses do not require preauthorization. Operational expenses include but are not limited to, budgeted expenses that are billed on a monthly basis such as electric, telephone, etc., as well as commodities such as Fuel and propane. All bills and invoices must be submitted in a prompt and timely manner. Purchases during the last (30) days of the fiscal year should be for operational expenses only.

Competitive pricing: For all purchases of goods and services from \$1,000.00 - \$4,999.00, Department Heads are required to solicit no less than (3) competitive prices in writing. Emergency expenditures are exempt from this requirement.

Competitive Bid: All purchases of goods or services in excess of \$5,000 shall be awarded by sealed bid, when practical. When the competitive bid process is not practical, the department head must get prior approval from the Board of Selectman at a properly advertised meeting. No less than (3) competitive bids are required when possible. Bid requests shall be posted at the town hall, on the town web site and in at least (1) local newspaper for a minimum of one week. Bids shall be opened at a regular weekly Selectmen's meeting. The Selectmen reserve the right to accept or reject any or all bids. In the event no bids are received or all bids are rejected, the Board of Selectmen shall solicit prices from selected individuals or businesses. The Road Commissioners shall be exempt from this process and should follow the process laid out in the Road Commissioner Ordinance with the exception of annual winter road sand & salt bids and paving bids.

General Service Providers: For types of services that are performed by a contractor on an ongoing basis (for example: Mechanic, Electrician, Plumber, Attorney, HVAC technician), the bid process does not apply; however an estimate should be submitted for pre-approval. For a list of approved generally contracted vendors please see the Town Administrator or the Treasurer. All contractors are required have up to date copies of insurance on file with the Treasurer.

Bid Award: Bids shall be awarded to the bidder submitting the best, not necessarily the lowest, bid. All bids accepted shall be in the best interest of the town.

Emergency Purchases: In the event a purchase is a result of an unforeseen emergency, the Department Head shall provide a receipt and a written explanation to the Town Administrator within 1 business day. Every attempt should be made to obtain verbal authorization from the

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Town Administrator or Board of Selectmen liaison prior to purchase. Failure to comply may result in the suspension of emergency purchases.

Reimbursements: Purchases made with a personal credit card or check or cash will be reimbursed only after the request, with attached itemized receipts, is approved by the Board of Selectmen. Receipts must show Item and total. Reimbursements are the least desirable method of payment for goods and services since a more direct relationship between vendor and the town is more accountable and business-like.

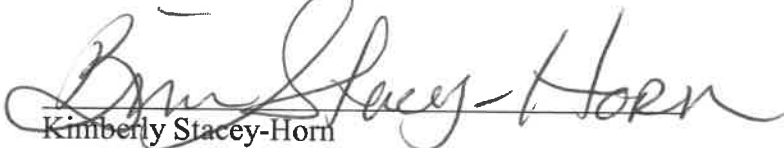
Sales Tax: The Town of Acton is a nonprofit, tax exempt municipality. Therefore, the use of taxpayer funds to pay sales tax is inappropriate. No sales tax will be paid on purchases. No sales tax will be reimbursed for out of pocket expenses. A copy of the Town's tax exempt form can be obtained from the Treasurer or Town Administrator upon request. The only exception to this is a completely unavoidable emergency expense.

This Policy has been established to ensure that taxpayer funds are spent in the most economical and efficient manner possible while maintaining complete transparency.

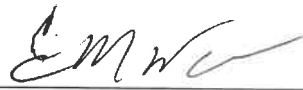
Adopted May 22, 2018; Amended September 1, 2021



David Winchell Jr, Chairman



Kimberly Stacey-Horn



Edward Walsh

BOARD OF SELECTMEN