



Woodridge Lake Sewer District Purchasing Policy

(Approved April 17, 2017)

A. Declaration of Policy

This policy is intended to define the purchasing procedures for the Woodridge Lake Sewer District.

Specifically, this policy is designed to:

1. Apply to all employees of the District who are authorized to purchase goods, supplies and/or services.
2. Provide a uniform procedure for the procurement of material, equipment, supplies, and services, removing any confusion as to how and when to seek competitive bids.
3. Encourage maximum competition through fair and equal opportunity to those qualified and interested bidders.
4. Obtain the best overall value from the lowest responsible bidder when making purchases for goods or services. The factors to be considered in determining the lowest responsible bidder are:
 - a. Price
 - b. Quality
 - c. Warranty
 - d. Service
 - e. Availability
 - f. Past Performance
 - g. References

B. Responsibility

All personnel authorized to make purchases will be responsible for following the procedures outlined in this policy when making purchases with District funds. Sufficient funds must be available in appropriate accounts and within approved budget line items for all purchases.

1. All purchases over **\$500.00** require the issuance of a purchase order. When Section F. of this policy is applicable, attach an explanation or waiver from the Board of Directors.
2. Invoices for goods or services over **\$500.00** that are bought without a supporting purchase order will not be paid.
3. Invoices for payment shall include a purchase order number when applicable as above. Delivery of goods, supplies, etc. shall be noted in appropriate space on the purchase order by the employee receiving same.
4. Packing slips and appropriate bid documents shall be attached to all vouchers for payment and filed.

C. Purchasing Guidelines

1. Under \$1000.00

Authorized personnel may make purchases without competitive bids, but are encouraged to get the best value in every instance. A purchase order shall be prepared for all expenditures in excess of **\$500.00**

2. \$1,000.00 to \$2500.00

Authorized personnel must make every reasonable effort to secure competitive pricing from multiple sources. A telephone quotation may be utilized to obtain pricing but must be documented in written form before a purchase order is completed. At least three quotes should be secured.

3. \$2500.00 to \$10,000

Formal written bids from at least three sources must be obtained. Purchases must be supported by written bids from vendors. Faxed bids are acceptable. Award of purchase requires the approval of the Superintendent in writing.

4. Over \$10,000

The formal sealed bid is used for major purchases. The Superintendent shall invite bids through placement of an advertisement in at least one newspaper of general circulation in the District at least two weeks prior to the bid opening. When necessary, the Superintendent shall also directly solicit potential qualified sources for bids. The goal will be to obtain at least three (3) bids from responsible bidders. Formal bids must be received sealed and in writing by a posted deadline. All bids shall be opened before the public at a date, time and place designated in the bid request by The Board of Directors. Late bids will not be accepted. Award of purchases or contracts require the approval of the Board of Directors. If at least three bids are not received the Board of Directors may require a re-bid. An invitation to bid, request for proposal, or other solicitation may be canceled, or any or all bids or proposals may be rejected, in whole or part, as may be specified in the solicitation when it is in the best interest of the District. The reasons shall be made part of the formal bid file.

The District may utilize open contracts of the Federal Government, State of Connecticut, Northwest Hills Council of Governments, and regional consortiums when such contracts are deemed to be the best overall value for the Town of Goshen. In the event that such contracts are utilized the bidding requirements will not be utilized.

Contractors for services shall have been in business for a minimum of three years, to be eligible to bid. Insurance certificates, Hold Harmless clauses, Indemnification, and non-collusion affidavits may be required at the discretion of the Board of Directors.

Nothing in this policy shall preclude requiring sealed bids if deemed necessary by the Board of Directors.

D. Request for Proposals

Goods and services may also be purchased through the use of a Request for Proposal (RFP). This procurement device facilitates a formal negotiation process (in terms of price, available

products, and the proposed method of project completion) following the opening of sealed proposals. In general, an RFP is utilized in order to secure professional specialty services including, but not limited to consultants, engineers and architectural firms, but can also be used to identify manufacture's products necessary for the District's purposes.

The format for the RFP may vary depending on the technical nature of the project or purchase contemplated. However, the following sections are generally considered standard for inclusion:

1. General information about the project or purchase. In the case of a purchase it may include basic requirements for the purchase.
2. Scope of services or item expected to be provided by the selected firm. This section explains the nature of the project and those specific responsibilities that shall be borne by the successful firm (i.e., administrative oversight, making recommendations for process improvement, drafting plans, etc.) In the case of a purchase it would include minimum specifications required.
3. Proposal details. Information about the firm and its proposed course of action, detailed specifications, and or training and warrantee information is generally detailed here. This may include narrative regarding the uniqueness of a particular project approach, reasoning in support of a particular firm selection, references, examples of related project work and a proposed fee schedule.
4. Selection and award process. Proposals will be reviewed by the Board of Directors. If State or Federal Grant funding is involved with the purchase then the minimum number of firms as required by the grant is to be solicited. Said firms are then granted an interview and an opportunity to make a presentation.

E. Artificial Division Prohibited

Purchases shall not be artificially divided so as to create lower purchase amounts and therefore avoid some requirements of this policy. Whether or not a proposed purchase constitutes artificial division shall be determined by the Superintendent.

F. Circumstances Not Requiring a Bidding Procedure

1. When there is only one known source of purchase, and there is no comparable substitute product or service. Written documentation supporting the sole source must be provided.
2. A specific type or brand of supply or part necessary for acceptable operation of a machine or device, or as required by warranty or contract on the machine or device; written documentation supporting the purchase of a specific brand or part necessary for acceptable operation of a machine or device must be provided
3. An item or service that is required on an emergency basis. Emergency procurements may be made when there is a threat to public health, welfare or safety, provided that such emergency procurement shall be made with such competition as is practical under the circumstances. The Board of Directors shall be notified as soon as possible as to the emergency and the associated purchases. As soon as is practicable, standard purchasing procedures will be reinstated.
4. Upon approval of the board of Directors, an “Open Purchase Order” may be issued for materials regularly used during and over the course of the year (i.e. chemicals, polymers, etc.) not exceeding the annual amount budgeted for such items.

The Board of Directors may waive the bidding procedure with regard to any purchase upon finding that such waiver is in the best interest of the District. Such waiver shall include in the record the reasons for the Board’s action.

G. Award or Rejection of bids

The Woodridge Lake Sewer District reserves the right to accept any bid or to reject any or all bids and the right to waive any informalities in the bidding and to make award in any manner that is most beneficial to the District. Nothing in the bidding requirements or the contract documents shall be interpreted as restricting these rights.