

Resolution #10, 2016

RESOLUTION - PROCUREMENT POLICIES AND PROCEDURES

This Resolution sets forth the polices and procedures of the Town of Lumberland.

PURPOSE

Goods and services which are not required by law to be procured pursuant to competitive bidding must be procured in a manner so as to assure the prudent and economical use of public monies, in the best interests of the tax payers; to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost and qualifications under the circumstances, and to guard against favoritism, improvidence, extravagance, fraud and corruption. To further these objectives, the governing board is adopting internal policies and procedures governing all procurement of goods and services which are not required to be made pursuant to the competitive bidding requirements of General Municipal law, Section 103 or of any other general, special or local law.

The procedures for determining whether a procurement of goods and services is subject to competitive bidding and documenting the basis for any determination that competitive bidding is not required by law is as follows:

METHOD TO BE USED FOR NON-BID PURPOSES

The following policies shall be used for all non-bid items as categorized below:

A. Purchase contracts below \$10,000.00

1. Purchase Contracts less than \$500.00 will have no effect, but items related cannot be purchased if the aggregate of the items are over \$500.00.
2. Any amount from \$501.00 to \$2,999.99 must have verbal quotes.
3. Purchases from \$2,999.99 to \$19,999.99 must have three (3) written or faxed quotes.

PROCUREMENT POLICIES

5. Purchases greater than \$20,000.00 must be bid upon, with sealed bids.

All of the amounts purchased must have approval of the Town Board before the purchase can be made.

All Department Heads must sign all requisitions and vouchers.

Whenever possible, all purchases must be compared with the County or State bid.

HIGHWAY DEPARTMENT

1. Purchases under \$2,999.99, a minimum of two (2) verbal quotes.
2. Purchases from \$2,999.99 to \$5,000.00, a minimum of two (2) written or faxed quotes.
3. Purchases from \$5,001.00 to \$19,999.99, a minimum of three (3) written or faxed quotes.
4. Purchases greater than \$20,000.00 up, must be put out to bid; written and sealed.

ALL ITEMS RECEIVED BY ANY DEPARTMENT HEAD OR PERSON IN CHARGE MUST BE SIGNED FOR, AND ALL ITEMS ACCOUNTED FOR, TO CHECK ON THE ACCURACY OF THE DELIVERY.

MOTION BY: Councilman Joseph Carr

SECOND BY: Councilman Leigh Sherman

VOTE: 3 – 0

Councilman James Akt did not participate in the Vote

**ADOPTED BY THE TOWN BOARD OF THE TOWN OF
LUMBERLAND
VIRGINIA V. HORN
TOWN CLERK**

JANUARY 1, 2016