

Chapter 2. Administration

Article IV. POLICIES AND PROCEDURES

§ 2-41. PURCHASING PROCEDURE.

[Ord. No. 91-4 § 1; Ord. 7/16/12]

Purchases for the Town of Brooklyn shall be made under the following rules:

- a. All contracts for goods or for services requiring the expenditure of ^{10,000}~~\$5,000.00~~ or more shall require the submission of competitive bids based upon specifications prepared by the Selectmen, Board of Education or their designee.
- b. All contracts for goods or services requiring the expenditures of from ^{- 10,000}~~\$1,000.00~~ to \$4,999.00 shall be awarded based upon three or more written quotations for such goods or services involved.
- c. The Selectmen shall yearly, by July 30, obtain quotes of hourly rates for equipment and labor from contractors desiring to do business with the Town of Brooklyn. Each such hourly rate schedule shall be binding upon the submitting contractor for one fiscal year or until notified by the contractor that the quotation is no longer valid.
- d. A public notice to potential bidders shall be given at least 10 days before the submission date of bids. All such sealed bids shall be opened publicly.
- e. The Selectmen reserve the right to determine which bid is in the best interest of the Town, and the low bidder is not guaranteed the bid.
- f. The purchasing procedure set forth in this section shall not apply to the following:
 1. All professional services such as architects, engineers, legal counsel and other professional consultants.
 2. Any contract for goods purchased or services rendered which contract is covered by an existing state or regional bid such as those obtained by the State of Connecticut or the Northeastern Connecticut Council of Governments.