

PROPOSED PURCHASING PROCEDURE

Purchasing Guidelines

All purchases for the Town of Brooklyn shall be made in accordance with the Town Code and in concert with the annually adopted budget. Purchase Orders shall be used for all purchases. Purchase Orders should be generated for the purpose of encumbering departmental regularly occurring expenditures for the approved budget in the current Fiscal Year by the end of June in that budget year.

The purpose of encumbering known pending expenses is for proper accounting practices and for accurate report generation, fund level tracking, and general ledger maintenance. When spontaneous or urgent expenses are incurred, a Purchase Order for already expended funds is not required but this should be the exception and not the rule. A Purchase Order is expected when the pending expense is known within a (30) day window.

Blanket annual purchase orders not to exceed \$10,000 may be issued for local vendors for miscellaneous purchases not to exceed \$1,000 at any one time.

Purchasing Procedure

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

Purchases under \$2,500

Purchases for items or services with a value in excess of \$1,000 and less than \$2,500 must have documented verbal quotes prepared by the solicitor or written quotes, whenever possible, from at least three vendors. Items with a value of \$1,000 or less are exempt from this process.

Purchases between \$2,500 and \$10,000

Purchases for items or services between \$2,500 and \$10,000 shall require the department head to solicit at least three quotes and to provide the three quotes together with the name and telephone number of each person who supplied a quote to the First Selectman for his approval. If the item is such that three quotes are unobtainable, that fact shall be documented to the First Selectman in writing, and the First Selectman shall sign a written waiver of the requirement of three quotes.

Purchases in excess of \$10,000

- A. Any item or service purchased by the Town of Brooklyn costing in excess of \$10,000 shall be subject to a formal bid procedure. All bids shall be in writing and shall be submitted in a sealed envelope to the First Selectman's office or requesting office at a date and time specified in the invitation to bid. All such bids shall be published at least once at least ten days before the due date in either a local newspaper, other publication, and the town website. All such sealed bids shall be opened at the designated location and formally awarded to the lowest responsible qualified bidder based upon at least the following:
 - a. Price
 - b. Recommendation of the department head
 - c. Compliance with bid requirements and specifications
 - d. Ability of the vendor to provide services, if applicable
 - e. Venders' references, if applicable
- B. The Town of Brooklyn reserves the right to waive any informality with any bid and if all the bids exceed the amount in the opinion of the Board of Selectmen readily available for the specific project, the Town reserves the right to enter into negotiation with the low bidder to modify the specifications.
- C. The Selectmen have the right to determine which bid is in the best interest of the Town. The low bidder is not guaranteed the bid.

Exceptions

The following shall be exempt from the bidding ordinance:

- A. The purchase of any item certified by the department head as an emergency purchase and countersigned by the First Selectman. Any such waiver shall be immediately reported to the Board of Selectmen and shall, in a formal report to the Board of Selectmen, be made at the next Selectmen's meeting indicating the nature of the emergency and the basis for the award.
- B. All professional services: formal bidding procedures shall not be required for the award of standard professional services such as architects, engineers, legal counsel, professional

consultants in the areas of personnel, insurance, and the like, although the Town should consider use of an RFP process when practical.

- C. Any item covered by an existing state or regional bid such as those obtained by the State of Connecticut or the Council of Governments. Any time an existing bid is used for a Town project, the department head or other individual responsible for the specific project shall certify in writing to the Board of Selectmen that he/she has reviewed other relevant options and in his/her opinion the acceptance of the existing bid is in the best interest of the Town of Brooklyn.
- D. Exemption by board or commission: The Board of Education, the Brooklyn WPCA and the Brooklyn Housing Authority are exempt from this article. These respective agencies should implement their own purchasing procedure pursuant to their own rules and bylaws.

Annual bids

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.