



## **TOWN OF CARLISLE BOARD OF SELECTMEN**

### **Procedure for:**

### **PROCUREMENT OF SUPPLIES AND SERVICES, DISPOSAL OF SURPLUS TOWN OWNED PROPERTY/SUPPLIES AND EXECUTION OF CONTRACTS**

#### **Purpose**

This directive is issued for the purpose of ensuring that all contracts entered into by the Town of Carlisle are in compliance with all applicable local, state, and federal law, including Massachusetts General Laws, Chapter 30B, the Uniform Procurement Act. In accordance with the provisions of the Act, the Chief Procurement Officer for the Town shall oversee the procurement function in conformity with the Statute.

#### **Definitions**

“Chief Procurement Officer”-The Town Administrator as appointed by the Selectmen, pursuant to MGL Ch. 30B and MGL Ch. 41, §103.

#### **Procurement Requirements**

1. Subject to the approval of the Chief Procurement Officer, department heads shall have the discretion to make purchases under \$10,000 using sound business practices. Department heads should solicit price lists and quotations from competing vendors on a regular basis to make sure the Town is getting favorable prices for all purchases.
2. The Chief Procurement Officer shall oversee procurements in the amount of \$10,000 to \$50,000. For each such procurement, it shall be the responsibility of the requesting department head to:
  - a. prepare a written description which includes all purchase requirements,
  - b. seek written price quotations on said written description from no less than three competing vendors, which quotations shall be summarized on a form prescribed by the Chief Procurement Officer, and

- c. obtain the written approval of the Chief Procurement Officer thereon to award the contract to the lowest responsive and responsible bidder. The term “lowest, responsive and responsible and bidder” means the bidder whose bid is of the lowest of those bidders possessing the skill, ability and integrity necessary for the faithful performance of the work.
3. All procurements of more than \$50,000 shall be made by the Chief Procurement Officer with the requesting department head on the basis of an Invitation for Bids (IFB) or Request For Proposals (RFP), as set forth in MGL Chapter 30B.
4. All procurements over \$10,000 shall require submission of a Procurement Compliance Checklist (attached) to the Chief Procurement Officer.

### **Execution of Contracts**

1. All contracts of \$10,000 or more shall be in writing, and shall be executed by the Chief Procurement Officer.
2. The Board of Selectmen or other authorized awarding authority approved by the Town Meeting shall enter into:
  - (a) all grant agreements of any amount, and
  - (b) all contracts for procurements of more than \$50,000.
3. The Chief Procurement Officer is hereby authorized, pursuant to MGL C.41, §23 to enter into contracts for procurements of \$50,000 or less.
4. Unless authorized by a majority vote by Town Meeting, the Town may not solicit or award a contract for a term greater than five years, including renewals, extensions or options.
5. The Town Accountant shall be provided with and shall maintain a copy of every contract executed by the Board of Selectmen, Chief Procurement Officer or authorized awarding authority.

### **Disposal of Surplus Town Owned Property/Supplies**

Any Board or Officer in charge of a department of the Town may, with the approval of the Chief Procurement Officer, for property having an aggregate value of **less than \$10,000**, transfer to another Town Department or transfer by sale any personal property within the possession or control of the department which has become obsolete or is not required for further use by the department or any other department.

For supplies with a resale or salvage value of **\$10,000 or more**, the Town will use one of the alternate methods of sale: (1) sealed bids, or (2) public or on-line auction.

For supplies with a resale or salvage value of **\$10,000 or more**, the Town will also post notice indicating the supply offered for sale, the location and method for inspection of the supply, the terms and conditions of the sale including the place, date, and time for the bid opening or auction, and a statement that the Town retains the right to reject any and all bids. The Town will post this notice in a conspicuous place for at least two weeks until the bid opening or auction, and will publish the notice in the local newspaper at least once not less than two weeks prior to the bid opening or auction.

**Effective Date**

This directive shall take effect on **July 25, 2017** on which date this directive was approved by vote of the Board of Selectmen.