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Town of Stafford
LEGAL NOTICE

Electors and those persons eligible to vote in town meetings of the Town of Stafford, Connecticut, are hereby notified that a Special Town Meeting will be held in the Warren Memorial Town Hall, Veteran's Meeting Room, Stafford, Connecticut on Thursday, March 23, 2017 at 6:00PM., for the purpose to wit:

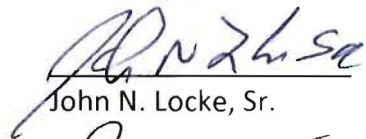
1. To approve an appropriation of \$26,100.00 from the General Fund Misc. Revenue 20-03-030-310 to Misc. Services 20-200-4900 as recommended by the Board of Finance at their February 27, 2017 meeting.
2. To amend Town of Stafford Bidding & Purchasing Policy Ordinance 11-5.
3. To allow for any proposed ordinances to be published in summary form as stated in Connecticut General Statute 7-157b.
4. To do any other business proper to said meeting.

"This document is prepared for the benefit of the public, solely for the purposes of information, summarization and explanation. This document does not represent the intent of the legislative body of the Town of Stafford for any purpose."

A copy of all ordinances are on file in the Office of the Town Clerk.

Dated at Stafford, Connecticut, this 8th day of March 2017.


Anthony Frassinelli


John N. Locke, Sr.


John Perrier
BOARD OF SELECTMEN

Published in the Journal Inquirer: March 14, 2017

Posted: March 14, 2017

yellow= new
black=existing
crossed out= removed

11-5 Bidding and Purchasing Policy Ordinance

Section I

General Purpose

To establish procedures for the purchase of goods and services for the Town of Stafford, with the exception of the Board of Education.

- A) This document is intended to provide guidance as to how and when certain services should be competitively bid. The policy is intended to promote fairness among the competitive bid process while maintaining a flexible system of service procurement,
- B) All employees, including supervisors and department heads and any others authorized to make purchases for the Town will be responsible for following the provisions outlined in this policy when making purchases with Town funds, and
- C) The purpose of this policy is to obtain the best possible value to the Town and to protect the public interest.

~~All agreements, proposed purchases of, or contracts for, supplies, materials, equipment, or any contractual services (hereinafter, "products and services") for the Town of Stafford shall be in writing and shall not be made until the Town has sought publicly offered and open competitive bids or proposals for such products and services, and approved by the Board of Selectmen (hereinafter, the "Board").~~

Section II

Advertising

Advertising for all products and services shall include, in addition to any other appropriate media sources ~~or publications determined by the Board, public ads in any publication of substantial circulation in Stafford,~~ within available appropriations, and on the Internet or Town Website.

Section III

Bidder Qualifications

~~In accordance with Section 7-148v of the Connecticut State Statutes,~~ the Town of Stafford reserves the right to establish requirements for bid qualifications. The **Board Department Head** in the process of approving or rejecting a bid or proposal shall consider the following factors:

- A) The ability, capacity and skill of the bidder to perform the contract or provide the services required in relation to the standards and specifications required,

- B) Whether the bidder can perform the contract or provide the service promptly or within the time specified without delay or interference,
- C) The character, integrity, reputation, judgment, experience and efficiency of the bidder,
- D) The quality of performance of previous contracts or services provided to the Town, and ,
- E) Previous compliance by the bidder with laws and ordinances related to contract bidding, including Section 7-148w(e) of the Connecticut State Statutes,
- F) The sufficiency of the financial resources and ability of the bidder to perform the contract or provide service,
- G) The quality, availability and adaptability of the supplies or contractual services to the particular use required, and
- H) The number and scope of conditions attached to the bid.

Section IV

Procedure of Competitive Bidding

- A) All purchasing of products or services exceeding \$10,000 of the Town's approved budget for any particular fiscal year of the of over five thousand dollars (\$5000), in which price is the primary criterion, shall be by sealed bid,
- B) All sealed bids shall be opened by the Department Head issuing the Request for Proposal (RFP) along with the presence of two other Town Employees, Board at a date and time to be posted in a newspaper circulating in that area that is most likely to attract bidders,
- C) The sealed bids shall be kept secure within the department issuing the RFP, and in the safe located in the Office of the Treasurer until opened, and
- D) Purchase orders, along with all required bond documents must be submitted with and attached to the signed contractual bid document.

Section V

Awarding of a Bid

The Board shall, after proper review of the bid results, The Department Head issuing the RFP shall review the bid submissions and will then make a recommendation to the Board of Selectmen for approval. award the bid contract to the bidder The bid contract will then be awarded to the bidder who has successfully offered the best possible value to the

Town, and if such projects, products or services are approved budgetary items and that the award is within budgetary limitations. The Town reserves the right to reject any or all bids.

Section VI

Local Vendor Preference

~~In the case of two or more bids being received are of a substantially comparable total amount or unit price, and the quality and service being substantially similar with no evidence of collusion, the Board may award the bid contract to a vendor having his/her principal place of business located in the Town of Stafford.~~

Notwithstanding other grant restrictions or statutory requirements that supersede the competitive bidding requirements of this policy, the Board of Selectmen shall award the bid contract to a contractor having his/her principal place of business in the Town of Stafford subject to the following conditions:

- A) The bid amount is not more than five percent (5%) higher than the lowest qualified bid. The local bidder must agree to match the lowest qualified bid. If more than one qualified local business submits a bid within this five percent (5%) threshold, then the business with the lower bid shall receive the local preference.

Section VII

No Response

In the event that the department head and/or board does not receive any response, ~~or any acceptable response to any published notice~~, or receives fewer than three (3) responses, to any published notice, the department head and/or Board may then proceed to solicit other qualified contractors. ~~seek to re-bid, or then proceed to negotiate for the purchase or sale of the item in question to any appropriate market.~~

Section VIII

Non-Bidding Requirements

For products and services of five thousand dollars \$5,000 and up to \$10,000 of the Town's approved budget for any particular fiscal year, ~~one thousand dollars (\$1000) up to five thousand dollars (\$5000)~~, Town employees or officials must make every effort to obtain three price quotations, and attach them to the completed purchase order. If a product or service being purchased is unique, or difficult to obtain quotations, Town employees or officials must note this in writing and attach this explanation to the completed purchase order form. Department approvals are required on all invoices prior to being processed by the two members of the Board of Selectmen.

Section IX

Sale of Town Properties

In the event of the sale of Town property, the Board shall publish in addition to any other appropriate media sources, a notice of sale in a newspaper circulating in the area most likely to attract purchasers and may solicit, in writing, written offers from persons deemed to be most likely to be interested in purchasing such town property.

Section X

Exceptions

This Bidding and Purchasing Policy, and the restrictions herein stated, shall not apply to the following circumstances:

A) Board of Education Purchasing: Purchases of products or services requested by the Board of Education, if it has adopted its own purchasing policy, except that it shall apply to joint purchasing or contracting by the Town and Board of Education.

B) ~~One Thousand Dollars (\$1000)~~ Five Thousand Dollars (\$5,000) or Less: Purchase of products or services of ~~one~~ five thousand dollars (~~\$1000~~) (\$5,000) or less, in total.

C) Sole Source Contracts: Unique products or services, upon written determination that only one practical source for the required product or service is available.

D) Professional Services: Professional services shall be exempt from this Policy except as provided in Section XI.

E) Cooperative Purchasing: Products or services acquired through Cooperative Purchasing Agreements shall not apply to the Policy. Primary examples of which include State contracts and the Capital Region Purchasing Council.

F) Emergencies: If an emergency presents itself in which normal procedures of this Policy must be suspended due to a public safety risk, the First Selectmen or his/her designee shall be empowered to do so.

G) Preemptive Legislation: This Policy will not apply to special products, services or projects that are procured through preemptive State or Federal legislation. ~~Examples of this include but are not limited to federal CFR Regulations, Davis Bacon provisions and State prevailing wage requirements.~~

H) Recurring Expenditures: Recurring expenditures such as utility bills, service maintenance contracts, and professional development costs shall be exempt from Policy provisions.

I) Artistic Endeavors: Work that is original and creative in character in a recognized field or artistic endeavor and the result of which depends on a person's invention, imagination or talent.

J) Overriding Public Interest: If the Board of Selectmen determines that it is essential to protect the public interest, it may waive any provision of this ordinance for any single proposal for products or services, on a case by case basis.

Section XI

Professional Services

A) Professional services are defined as work requiring knowledge of an advanced type in a field of study and which frequently requires special credentialing, certification or licensure. Such areas include but are not limited to architectural, appraisal, actuarial, banking services, engineering, legal, insurance brokering and information technology services.

B) Professional services and consulting services of over ~~one~~ **ten** thousand (~~\$1000~~) **(\$10,000)** dollars shall be publicly solicited by a Request for Proposal (RFP), and awarded through the use of competitive negotiation. Eligible applications shall be reviewed by the **Board of Selectmen or his/her designee** ~~appropriate search committee designated by the Board, and shall include interviews of at least three finalists, unless less than three are available or eligible.~~

C) Professional service providers shall not be dependent on the Town as their sole client and must be clearly considered an independent contractor as defined by state and federal laws, regulations and court decisions.

D) Any and all professional fees, commissions or other remuneration must be expressly disclosed before a contract is awarded.

Approved at Town Meeting 12-20-05