

**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 Littleton 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 this Act, the Chief Procurement Officer for the Town shall oversee the procurement function in conformity with the Statute.

Definitions

“Chief Procurement Officer”– The Assistant Town Administrator for Finance and Budget, pursuant to Paragraph 4, Section 4 of the Department of Finance and Budget by-law passed by 6/12/07 STM Article 2.

“Town Administrator”– appointed pursuant to MGL C.41, §23A, which provides that he “shall act by and for the selectmen in any matter which they may assign to him relating to the administration of the affairs of the town or of any town office or department under their supervision and control.”

Procurement Requirements

1. Subject to the approval of the Chief Procurement Officer, department heads and budget managers shall have the discretion to make purchases under \$5,000 using sound business practices. Department heads/budget managers 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 \$5,000 to \$25,000. For each such procurement, it shall be the responsibility of the requesting department head/budget manager to
 - a. prepare a written description which includes all purchase requirements,
 - b. obtain written or verbal 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 responsible bidder. The term "lowest responsible and eligible 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 over \$25,000 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.

Execution of Contracts

1. All contracts of \$5,000 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 \$25,000.
3. The Town Administrator is hereby authorized, pursuant to MGL C.41,§23 to enter into contracts for procurements of \$25,000 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, Town Administrator 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 Town Administrator for property having an aggregate value of **less than \$5,000**, 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 **\$5,000 or more**, the Town will use one of the alternate methods of sale: (1) sealed bids, or (2) public auction

For supplies with a resale or salvage value of **\$5,000 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 August 25, 2008, on which date this directive was approved by vote of the Board of Selectmen.