

HAMPDEN TOWN COUNCIL BID PROCEDURE GUIDELINES

1. Department heads may purchase items at their discretion. Any item in the excess of seven hundred fifty dollars (\$750) must be purchased with a purchase order. This purchase order is to be made out by the department head with a copy sent to the Town Manager within twenty-four (24) hours.
2. Purchases less than ten thousand dollars (\$10,000) may be handled by the Town Manager. The Town Manager shall handle purchases under a quotation system. Under this system prices are solicited by the Town Manager and the item or service is purchased from the supplier that the Town Manager recommends. There is no formal bid advertisement however, and no official sealed bid opening when a quotation is requested.
3. Purchase or construction in excess of ten thousand dollars (\$10,000) will be put out for bids with advertisement and an official bid opening by the Town Clerk at the Town Office. The advertisement will specify the date and the hour of the public opening. After opening of all bids, they will be turned over to the appropriate Council committee for review and said committee will report their recommendation to the full Town Council at the next regularly scheduled Council meeting. A majority vote of the Councilors present is required to accept a bid. The Town Council reserves the right to accept or reject any or all bids.
4. When unusual circumstances exist, purchases exceeding ten thousand dollars (\$10,000) may be negotiated by use of the quotation system as provided in the above Article #2 subject to the approval of the Town Council. "Unusual circumstances" include but are not confined to limited availability of the product or service within the area such as blacktop, tar, asphalt, salt, calcium chloride and short term rental of equipment.
5. In the event the Town or Department wishes to dispose of town-owned equipment with a value exceeding five thousand dollars (\$5,000) the Town Council will advertise for bids. Said advertisement shall state an official bid opening by the Town Clerk at the Town Office, specifying the date and hour of the public opening of same. After opening of all bids, they will be turned over to the appropriate Council committee for review and said committee will report their recommendation to the full Council at the next regularly scheduled Council meeting. A majority vote of the Councilors present is required to accept a bid. The Town Council reserves the right to accept or reject any or all bids. For town-owned equipment with a value of less than five thousand dollars (\$5,000), the Town Manager shall handle such sales under a quotation system. Under this system, values are solicited by the Town Manager and the item is sold to the buyer that the Town Manager recommends. There is no formal bid advertisement however, and no official sealed bid opening when a quotation is requested.

Revised 5/21/1979
Revised 5/7/1984
Revised 12/17/1990

Revised 9/18/2000
Revised 6/15/2009