

**AN ORDINANCE ESTABLISHING MUNICIPAL
PURCHASING PROCEDURES IN THE
TOWN OF PLAINVILLE**

BE IT ORDAINED by the Town Council of the Town of Plainville, in meeting duly assembled:

SECTION 1. PURPOSE

To establish uniform purchasing procedures in accordance with Chapter VII, Sections 9, 10 and 11 of the Charter of the Town of Plainville, and any other applicable provisions thereof.

SECTION 2. PURCHASING AGENT.

The Town Accountant shall be the purchasing agent for the Town of Plainville, and shall have the rights and responsibilities set forth in Chapter VII of the Charter.

SECTION 3. REQUISITIONS.

All requests for supplies, material and equipment required by any department, office, board, commission or agency of the Town shall be made on requisition forms. The following information shall be recorded on all requisitions:

- (a.) Name of agency requesting goods or services.
- (b.) Name of suggested vendor.
- (c.) Description of kind and quantity of goods or services required, indicating part number, unit price, and total price per item. If prices are unavailable, estimated dollar value shall be required.
- (d.) Location to which goods are to be shipped.
- (e.) The purpose of expenditure shall be required. The budget account number shall be sufficient for this purpose.
- (f.) All requisitions shall be signed by the department head or chairman of the board, commission or agency requesting goods or services.

SECTION 4. EXCEPTIONS.

The following purchases shall be exempt from Section 3 of this ordinance:

- (a.) Subscriptions for magazines, periodicals, or professional publications.
- (b.) Maintenance on office equipment, vehicles and buildings, not exceeding \$25.00 in value.
- (c.) Established monthly billings, such as business machine charges, communications equipment service charges, and like items.

SECTION 5. BID PURCHASES.

Purchases to be made on a bid basis shall be the responsibility of the purchasing agent. He shall have the cooperation of any and all agencies requesting purchases on bids. This shall include preparation and publication of bid specifications and other necessary information.

SECTION 6. PURCHASE ORDERS.

The purchasing agent shall prepare all purchase orders for goods or services. Three-part purchase orders shall be used and distribution shall be as follows: white copy to the vendor, yellow copy to the Accounting Department, and pink copy to the department issuing the requisition.

SECTION 7. ADMINISTRATIVE PROCEDURES.

- (a.) The Accounting Department shall be notified of goods or services received by agencies. This shall be either in the form of a verified packing slip or by verbal notification.
- (b.) When invoices are received for goods or services rendered by the vendor, such invoices shall be distributed to the appropriate agency. The department head or agency chairman shall be required to approve payment.
- (c.) This purchasing procedure is to maintain control of costs. The Accounting Department shall provide information concerning budget performance and status to each department head or agency chairman. This shall give the department head or agency chairman the opportunity to maintain control of his particular departmental expenditures and thus stay within budget appropriations.

SECTION 8. PENALTY.

Violations of the provisions of this ordinance shall be the same as provided in Chapter VII, Section 15 of the Charter of the Town of Plainville, which section is hereby incorporated herein as if fully set forth herein.

SECTION 9. BID PROCEDURES APPLICABLE TO CONTRACTS FOR SERVICES.

If any contract for services, including a continuing contract for the same service over a period of time, involves the expenditure of Five Thousand Dollars (\$5,000.00) or more, either the Council or the Town Manager shall invite sealed bids or proposals, giving ten (10) days public notice thereof by at least one publication in a newspaper having circulation in the town, unless the Town Council shall first determine that it shall be against the best interests of the Town to require bidding with respect to a particular contract for service. If a contract for services is put to bid, the Council shall either let the contract to the lowest responsible bidder thereon or shall reject for any reason all such bids and proposals. All such sealed bids and proposals shall be opened publicly. No transaction essentially a unit shall be divided for the purpose of evading the provisions of this section. Records of bids, formal and informal, and of the successful bidder shall be kept in the office of the purchasing agent where they shall be open to the public inspection.

Adopted by Town Council August 18, 1969

Amended August 2, 1985