

**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**

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

**SECTION 2. PURCHASING AGENT.**

2.1 The Town Manager or his or her designee 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.**

3.1 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 and the budget account number to be charged shall be shown.
- (f.) All requisitions shall be signed by the department head or chairperson of the board, commission or agency requesting goods or services.

**SECTION 4. EXCEPTIONS.**

4.1 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.
- (c.) Vehicles and building maintenance, not exceeding \$5,000.00 in value.
- (d.) Established monthly billings, such as business machine charges, communications equipment service charges, utilities, and like items.

4.2 Receipts for items purchased under Section 4.1 shall be turned into the Accounting Department on the next normal work day following the purchase.

**SECTION 5. BID PURCHASES.**

5.1 Purchases to be made on a bid basis shall be the responsibility of the purchasing agent. He or she 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.**

6.1 The Finance Director shall approve all requisitions and purchase orders for goods or services, and lease purchases.

**SECTION 7. ADMINISTRATIVE PROCEDURES.**

7.1 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. 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 chairperson shall be required to approve payment and forward to Account Department.

7.2 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 chairperson. This shall give the department head or agency chairperson the opportunity to maintain control of the particular departmental expenditures and thus stay within budget appropriations.

#### **SECTION 8. PENALTY.**

8.1 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 PURCHASES AND CONTRACTS FOR SERVICES.**

9.1 If any purchase or contract for services, including a continuing contract for the same service over a period of time, involves the expenditure of Fifteen Thousand Dollars (\$15,000.00) or more, either the Town 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 determines that it is against the best interests of the Town to require bidding with respect to a particular purchase or contract for service (for example, sole source items, ect.). If a purchase or 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. For expenditures between the amount of \$1.00 up to \$7,500 the purchasing agent may require one (1) written or verbal quote. For expenditures between the amount of \$7,500 and \$15,000, the purchasing agent may require three (3) written quotes.

9.2 Contracts for professional services may be negotiated rather than put out to bid and therefore will not be subject to the provisions of paragraph 9.1 above.

#### **SECTION 10. COOPERATIVE BIDDING.**

10.1 The purchasing agent may utilize cooperative bidding services in an effort to maximize cost benefits. Cooperative bidding services may consist of but may not be limited to bidding procedures initiated by the State of Connecticut, other State municipalities, the Plainville Board

of Education, or other regional purchasing authorities. If cooperative bidding services are utilized, the bid procedures set forth in Section 9 of this ordinance are not applicable. The purchasing agent shall present cooperative bid proposals to the Town Council for approval.

**SECTION 11. SEVERABILITY.**

11.1 The provisions of this ordinance are declared to be severable, and the invalidity of any portion shall not affect the validity of the remainder.

Adopted by Town Council August 18, 1969

Amended August 2, 1985

Amended December 17, 2007