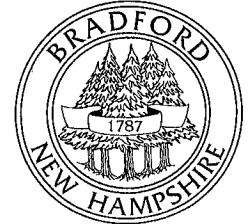


OFFICE OF
SELECTMEN

TOWN OF BRADFORD

NEW HAMPSHIRE 03221



TELEPHONE
603 938-5900

Town of Bradford, NH
Effective Date: May 20, 2019
Purchase Order – Contract Policy

1. Purchases under one thousand dollars (<\$1,000): Employees are encouraged to secure competitive pricing from multiple sources when feasible. Department Head approval is required. (Amendment approved 5/20/2019.)
2. Purchases between one thousand dollars and three thousand dollars (\$1,000 - <\$3,000): Employees are encouraged to secure competitive pricing from multiple sources when feasible. A purchase order and approval from the Department Head and at least two (2) Select Board members is required. (Amendment approved 5/20/2019.)
3. Purchases between three thousand dollars and twenty-five thousand dollars (\$3,000 - \$25,000): Informal written bids from at least three sources MUST be obtained. Direct solicitation is allowed. A purchase order and approval from the Department Head and at least two (2) Select Board members is required. (Amendment approved 5/20/2019.)
4. Purchases over twenty-five thousand dollars (>\$25,000): A formal sealed bid process shall be used. An invitation to bid must be publicly advertised in the legal paper of record at least fourteen (14) days prior to the date set for opening. Bid specifications are to be supplied by the Department Head and approved by the Select Board. (Amendment approved 5/20/2019.)

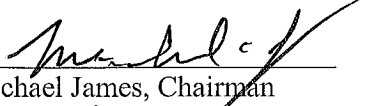
All bids shall be opened before the public at a date, time and place designated in the bid request. Late bids will not be accepted. Award of purchase or contract requires the approval of at least two (2) Select Board members. (Amendment approved 5/20/2019.)

5. Large volume items such as heating fuel, gasoline, diesel fuel, sand and gravel purchased by the Town will require three (3) bids for a one-year contract. Multiple year contracts are acceptable for securing long term price stability. This shall be completed during the yearly budget process. A purchase order and approval from the Department Head and at least two (2) Select Board members is required. (Amendment approved 5/20/2019.)
6. *Emergency purchases may be made when a threat to public health, welfare or safety exists, provided that such emergency procurement shall be made with such competition as is practical under the circumstances.* In case of an emergency requiring immediate purchase of materials, supplies, equipment or services, the Select Board hereby authorize the Department Heads to approve such emergency purchase if the situation permits. The Town Administrator and Select Board shall be notified as soon as possible as to the emergency and the associated purchases. A written determination for the basis of the emergency and for the selection of the particular contractor or

vendor shall accompany the purchase receipt and voucher. As soon as is practicable, standard purchasing procedures will be reinstated. (Amendment approved 5/20/2019.)

7. Multiple unit purchases under one Purchase Order: For situations where multiple units of the same equipment or item are to be acquired, it is expected that a purchase order be used if the total cost of the combined units is in excess of \$1,000. In no instance may the requirement of a Purchase Order be avoided by making multiple individual purchases in succession. (Amendment approved 5/20/2019.)
8. Any purchase(s) made by any town employee from any vendor will require the employee to sign a slip for the purchases(s) for accounting purposes. (Amendment approved 4/26/93.)
9. Any contract(s) that binds the Town of Bradford must be signed by the Select Board.
10. Any infraction of this policy will be grounds for reprimand. (Amendment approved 4/26/93.)
11. Any changes in these rules are to be approved by two (2) Select Board members.

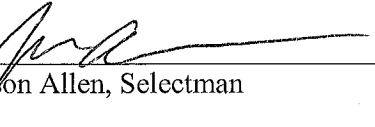
Approved by:



Michael James, Chairman



John Pfeifle, Selectman



Jason Allen, Selectman