

# TOWN OF SUFFIELD WATER POLLUTION CONTROL AUTHORITY BID AND PURCHASE POLICY

The Town of Suffield Water Pollution Control Authority (WPCA) recognizes its obligation to deal fairly in its bidding and purchasing practices. The WPCA, and its employees, will not knowingly extend favoritism to any vendor or contractor. Each order shall be placed on the basis of Quality, Price and Delivery. Past service of a favorable or unfavorable nature shall be a factor when other considerations are equal. Competitive bidding shall be practiced whenever feasible and to the advantage of the WPCA. This policy is in accordance with Section 807 (E) of the Town of Suffield Charter and Special Acts.

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## **Purchasing Requirements:**

- \$200.00 value or less can be purchased at the discretion of the Authorized Person.
- Any purchase of goods or services greater than \$200.00 requires the signature of the Superintendent or a designee on the Purchase Order Form
- Any purchase of goods or services greater than \$2,500.00 requires the solicitation of three (3) verbal quotations and requires the signature of the Chairman of the WPCA Commission.
- Any purchase of goods or service greater than \$10,000.00 requires the solicitation of three (3) written quotations
- Any purchase of goods or services greater than \$15,000.00 requires Sealed Bids.

These requirements may be waived in an emergency situation. The Chairman or designee should be informed of the situation and purchase as soon as possible. Additional exceptions include:

- Public Utility costs
- Contractual Obligations
- Items purchased as a result of CRCOG bids
- Certain Professional Services such as: Legal or Engineering Services that require a quality based selection (QBS) process as required by the State of Connecticut DEEP for Clean Water Project funding
- Services which present security risk such as Controls systems/SCADA integrators

**Cooperative Purchasing:** When it is in the WPCA's best interest, it may take advantage of cooperative purchasing through different programs that may be available to the Town of Suffield.

**Local Contractor Bid Preference:** Contractors whose "principal place of business is in Suffield" may be given preference, for purchases of \$5,000.00 or less, if they are within 5 percent of the low bid. To the extent the conflicting federal or state statutes or regulations apply to the bid in question, such conflicting federal or state statutes or regulations will govern.

**Approval of Purchases:** Any purchase over \$5,000.00, or a single source nature regardless of price, requires approval of the Chairman or designee by signing the Purchase Requisition Form.

**Gifts and Favors:** No Commissioner or employee or member of his immediate family shall solicit or accept any gift, whether in the form of service, loan, thing, promise or any form, from any person or persons who to his knowledge is interested directly in any manner whatsoever in business dealings with the WPCA, as established by the Town of Suffield Code Section 165 (c) Gifts and favors.

### **Definitions**

**Authorized Person:** Chairman, Chief Operator, or designee.

**Emergency Situation:** A situation where the purchase of goods or services is necessary, as a result of an uncontrollable circumstance, extraordinary condition, or a contingency that could not have been foreseen and guarded against. It will be demonstrated that the emergency purchase is necessary to protect the life, health, safety and property of taxpayers and employees, and reduce the liability against the Water Pollution Control Authority.

**Good or Services:** Supplies, materials, equipment, services or labor.

**Purchase Order Requisition Form:** A written request for a purchase that contains all information pertinent to the purchase.

**Sealed Bid:** In response to a set of specifications set forth by the purchaser, a notice in writing delivered to the purchaser by a specified date describing the conditions and price under which the vendor will furnish goods or services. Sealed Bids will be delivered in sealed envelopes to the purchaser, and will be opened in public at a date, time and location specified by the purchaser. Sealed Bids are required for the purchase of goods or services with a value of \$15,000.00 or more, and are to be solicited by the Superintendent or designee. Appropriate advertisements will be placed in local newspapers servicing the Town of Suffield and distributed to the residents and/or property owners residing in the Town of Suffield.

**Verbal Quotation:** An oral notice whereby a vendor informs a purchaser of the conditions and price under which the vendor will furnish goods or services to a purchaser. Verbal Quotations are required for the purchase of goods or services with a value of \$2,500.00 or more, and are to be solicited by the Superintendent or designee. Information pertinent to quotes, including the vendor's name and telephone number, the contact person, the date the quote was obtained, and the amount quoted, shall be documented on the Purchase Requisition form. Verbal quotations shall be confirmed in writing.

**Written Quotation:** In response to a set of specifications set forth by the purchaser, a notice in writing delivered to the purchaser by a specified date describing the conditions and price under which the vendor will furnish goods or services. Written Quotations are required for the purchase of goods or services with a value of \$10,000.00, but less than \$15,000.00.