

VILLAGE OF STOCKBRIDGE
PURCHASING POLICY

I. Purpose/Objective

The purchasing and fiscal policy guidelines are to assure that the Village of Stockbridge maintains lawful, prudent, and ethical methods to procure supplies, materials, equipment, contract services, and construction projects for the Village.

II. Purchasing

- a) All purchases prior to Village Council approval require that the appropriate funds are budgeted and sufficient funds are available at the time of purchase.
- b) No employee or any person shall make purchases or commit Village funds without authorization.
- c) The Village President or Department Head may authorize purchase(s) of goods and services up to \$500.00.
- d) The Village President and an authorized check signer are required to make an authorized purchase(s) of goods and services up to \$1,500 which requires a signed purchase order.
- e) The Village President and Pro-tem are authorized to make emergency purchase(s) of goods and services that directly affects the public health, welfare and safety of the Village accompanied with a signed purchase order. An emergency purchase is defined as "the purchase of supplies, materials, equipment or contract services that without said authorization would shutdown the village service being provided."
- f) Expenditures greater than those listed above require Village Council approval prior to the purchase.

III. Bid Procedure

- a) A notice inviting bids shall be published in a local publication at least ten days preceding the date set for receipt of the bid for expenditures greater than \$1,500.
- b) Bids shall be solicited from responsible prospective suppliers who have requested that their names be added to the bidder's list. Invitations shall be limited to vendors whose commodities or services are similar in character and ordinarily handled by the trade group to which the invitations are sent.
- c) Bids shall be sealed and identified as a bid on the envelope and submitted to the Village Clerk.
- d) Late bids, at the Village's discretion, may be returned unopened to the bidder.

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- e) Bid openings will take place at the next Village Council Meeting unless otherwise specified in the public announcement.

IV. Award of Contract and Rejection of Bid

- a) The Village shall have the authority to reject any and all bids.
- b) The Village shall not accept the bid of a contractor who is in default on the payment of taxes, licenses, or other monies due the Village.
- c) In determining the best responsible bidder, in addition to price, the Village shall consider the ability, capacity, and skill of the bidder to perform as contracted; whether the bidder can perform in a timely manner consistent with Village requirements; the character, integrity, reputation, judgment, experience, and efficiency demonstrated by the bidder; the performance experienced with previous contracts; and the predictable ability of the bidder to provide future maintenance and service.
- d) After a bid is awarded a contract will be executed with the successful bidder. A performance bond, certificate of liability insurance and/or worker compensation certificate will be required if applicable and appropriate for the contracted service.

V. Conflict of Interest

- a) No employee will participate directly or indirectly in a procurement when the employee knows that the employee or any member of the employee's immediate family has a financial interest to the procurement; when a business or organization in which the employee, or any member of the employee's immediate family, has a financial interest pertaining to the procurement; or when any other person, business or organization with whom the employee or any member of the employee's immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement.
- b) Upon discovery of an actual or potential conflict of interest, an employee shall promptly file a written statement of disqualification and shall withdraw from any further participation in the transaction involved. Failure to do so could result in immediate dismissal.