



CITY OF HALLOWELL

ONE WINTHROP STREET
HALLOWELL, MAINE 04347

JAMES W. RHODES, CITY MANAGER

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POLICY 2002-01 *PURCHASING*

PURPOSE

- Encourage prudent use of public funds to obtain the best value for all City of Hallowell purchases of goods and services.
- Encourage competitive bidding, joint and bulk purchasing, advance planning and appropriate standards of accountability.

AUTHORITY

Charter of the City of Hallowell, as amended through November 2, 1999, Article VII, Section 14. Purchasing of Supplies.

- The City Manager shall act as Purchasing Agent.
- The Purchasing Agent shall purchase all supplies according to Subsection 1 of Section 6 of Article VI:
 1. City Manager to act as the Purchasing Agent for the whole City.
 2. Each Department Head shall make requisitions to the Purchasing Agent for several needs and the Purchasing Agent shall be the only person authorized to make contracts or purchases for the City.
- No purchase of supplies or services exceeding an amount (\$2,000.00) set by the City Council shall be made except through authorization of City Council.

GENERAL RULES

1. PURCHASE ORDER

- Required on all purchases of goods and services of \$100.00 (One Hundred Dollars) or above.
- Purchases of goods or services of \$2,000.00 (Two Thousand Dollars) or above must be by sealed bid. The bid acceptance and / or rejection are by vote of the City Council.
- Purchases between \$1,000 and \$1,999.99 must have at least three (3) price quotes included to document best value, unless there is competent evidence that less than three (3) sources are available. Personal interview, telephone, or mail can be the method of requesting quotes. Quotes must be provided the department head / representative and signed and dated by the person making the quote. All quotes must specify in detail the subject of the purchase.

a. Quote Acceptance

The City Manager is not required to accept the lowest quote if one or more of the following conditions exist, based on past experience or knowledge:

- (1) Integrity, reputation, and character of the quote maker is questionable;
- (2) The ability of the quote maker to perform;
- (3) The ability of the quote maker to perform in a timely manner;
- (4) The financial ability of the quote maker;
- (5) Preference may be given to a City of Hallowell business's quote provided their quote is no more than ten percent (10%) above the low quote.

b. Quote Rejection

The City Manager has the authority to reject any and all quotes that have been submitted.

- Department Heads are not to resort to multiple or separate purchases of \$1,999.99 or less in order to circumvent the intent of this purchasing policy.
- For purchases of \$2,000 or more, a formal bid process (advertised at least one time in a local newspaper or direct mailing to at least five (5) businesses, sealed bids and approval by the City Council) is required. Preference may be given to a City of Hallowell business's bid provided their bid is no more than ten percent (10%) above the low bid.

2. PURCHASE ORDER REQUISITION

- A Request For Purchase Order Form will be completed by the Department Head or designee, signed and submitted to the City Manager / Purchasing Agent.
- City Manager / Purchasing Agent will review purchase order requests for accuracy, validity, within budget, and issue/sign purchase order/number.
- The City of Hallowell is under no obligation to reimburse or pay invoices on purchases, which were made without a Purchase Order and Number. Goods or services purchased without a valid Purchase Order and Number will be returned for a credit.
- Exception: The only exception will be emergency purchases when the City Hall is closed. Emergency is defined as the absolute necessity of a service or piece of equipment, without which, the department would be unable to perform their main duties (i.e. police protection, road maintenance, fire protection). On the next business day of the City Hall, the Department Head or designee will complete and submit a Purchase Order Request Form for the emergency event.
- In the event the City Manager / Purchasing Agent is absent, the City Treasurer is authorized to review and sign Purchase Order Request Forms.

