

## Town of Stamford Purchasing Policy

Adopted February 17, 2022

**PURPOSE.** The purpose of this Purchasing Policy is to obtain the highest quality goods and services for the Town of Stamford at the lowest possible price, to exercise financial control over the purchasing process, to clearly define authority for the purchasing function, to allow fair and equal opportunity among qualified suppliers, and to provide for increased public confidence in the procedures followed in public purchasing.

The requirements of this municipal purchasing policy do not take the place of any specific procurement or record-keeping requirements that may be imposed on the municipality by a state or federal governmental contract, grant or loan.

Competitive bidding is not required under Vermont law but it can have significant advantages for local government. If the Selectboard deems it is in the best interest of the town to require a bid for a particular purchase or for purchases outside of the normal budgeted expenditures, or purchases over twenty thousand (20,000.00) dollars, the bidding process may include verbal or written quotations or more formal written bids.

**PURCHASING AUTHORITY.** The Selectboard carries out its responsibility to manage the town budget through its authority to approve orders for payment of town funds. Other boards, such as the Board of Library Trustees and the Cemetery Commissioners, have corresponding responsibilities to manage their budgets and similar authority to approve orders within their annual budgetary allotments. Each town board that is subject to the overall town budget as determined at town meeting shall provide the Selectboard and Treasurer with an accounting of all payment orders signed. Further, each town board that is subject to the overall town budget as determined at town meeting shall abide by this policy.

**PURCHASING AGENTS.** The following employees are designated to act as Purchasing Agents for the Town:

Town Clerk/Town Treasurer – Limited to General Fund budget expenses/  
purchases as directed by the Selectboard.

Road Commissioner or their appointed agent– Limited to highway department  
budget expenses/purchases.

Town Library Trustees or their appointed agent – Limited to Library expenses/  
purchases.

Town Cemetery Commissioners or their appointed agent – Limited to Cemetery expenses/purchases.

**EMERGENCY CLAUSE.** The provisions of this policy may be waived in the event of an emergency. An emergency shall be defined as one which threatens the lives or health of the people, the property of the municipality or its citizens or the delivery of necessary services to the citizens of Stamford. Emergency expenditures may include immediate repair or maintenance of town property, vehicles, or equipment if the delay in such repair or maintenance would endanger persons or property or result in substantial impairment of the delivery of important town services. The chairman of the Selectboard or his or her appointed agent, shall approve all requests for emergency purchases.


The foregoing policy is hereby adopted by the Selectboard of the Town of Stamford, Vermont, this 17th day of February, 2022 and is effective as of this date until amended or repealed.

  
Nancy L. Bushika, Chair

  
Carol A. Fachini

  
Michael G. Denault

  
Brandon Field

  
Daniel J. Potvin