

**Town of Chester**  
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## **BIDDING POLICY AND PROCEDURES**

All purchases of, and contracts for, supplies, materials, equipment and contractual services, except utilities, and all sales of such Town property which has become obsolete, unserviceable, or unusable, if such purchase or sale exceeds in price \$10,000.00, shall be based, when possible, on competitive bids; provided in the case of such sale the Board of Selectmen may, in its discretion, sell the property at public auction. The provisions of this bidding procedure are not intended to supersede any that are required by funding sources (re: the State of CT for capital projects). The policy does not apply to capital projects (i.e.: buildings, roads, vehicles) which fall under the CT General State Statutes. When a state bid is available it may be used in lieu of this policy. The Board of Selectmen, or person delegated responsibility, shall only have to solicit bids during the year of award for agreements and contractual services. Requests for Proposals must be reviewed by the Town Attorney prior to issuance and provided to all department members. Agreements and contractual services may be contracted no longer than a five-year period. All contracts will be reviewed by the Town Attorney. Contracts may not be signed without written acceptance by the Town Attorney. All contracts over \$10,000 must be signed by the Board of Selectmen.

The Board of Selectmen, acting on behalf of the appropriate agency, shall solicit bids by sending notice to perspective suppliers and by advertising in a newspaper a general circulation in said Town of Chester. Each bid shall be opened publicly at the time stated in the notice soliciting such bid. All such purchases, sales or contracts, when possible, shall be based on at least two competitive bids. The Board of Selectmen reserves the right to accept or reject any and all or any and all parts of any bids and may waive any informality in the bidding.

If the low bidder is not a qualified local business (as defined hereinafter), then the next low bidder, provided it is within ten percent of the next low bidder, may at its option, if it is a qualified local business, match the bid of low bidder. The Board of Selectmen retains the sole judgment, within its discretion, to determine what constitutes low bidder and next low bidder, after due consideration to base bid, allowances and alternates to a bid, as they may apply. For the purpose of this provision only, "local business" is defined as a business or individual which is defined as a business or individual which is assessed real, personal, or motor vehicle taxes in Chester on the immediate previous October 1 to the date of the bid opening.



**For each item not exceeding \$500.00 in amount:**

The Board of Selectmen, or person delegated responsibility, shall make purchases or contracts in the open market after such inquiry as deemed necessary to ensure that the price obtained is the most advantageous to the Town.

**For each item from \$500.00 to \$10,000.00 in amount:**

The Board of Selectmen, or person delegated responsibility, shall solicit bids in writing from at least three suppliers, if so many be available in the locality; he shall keep a tabulation of solicitation made a quotation received and report same on standard form of requisition.

**For repairs from \$1,000.00 to \$5,000.00 per item.**

The Board of Selectmen, or person delegated responsibility, shall solicit written estimates from at least three firms, if so many be available in the locality; he shall keep in file a tabulation of solicitation made and quotation received and report same on standard form. Cost of repair per item shall not exceed 25% of the depreciated value of the item without Board of Selectmen and Finance approval.

**Bid Opening to Notice of Award Procedure:**

1. Open bids publicly with at least two people present.
2. Make sure all required forms are submitted and are completely and correctly filled out, sealed, etc.
3. Confirm that bidders acknowledged receipt of any addenda
4. Prepare bid tabulation
5. Check bid form arithmetic (make note of apparent low bid amount as it relates to State Prevailing Wage Laws)
6. Check that bidder's surety shown on their consent of surety letter (if bidder proposes to provide bonds as contract security) is listed on the U.S. Treasury Department's Circular 570
7. Review statement of apparent low bidder's qualifications
8. Check apparent low bidder references and prepare written logs of telephone conversations
9. Obtain financial information from apparent low bidder
10. Obtain credit report on apparent low bidder
11. Submit financial information and credit report to Owner for review
12. Prepare recommendation of award letter to Owner
13. Upon authorization from Owner, issue Notice of Award