

Town of Hampton



PURCHASING POLICY

Section 1. Authority. In accordance with the provisions of New Hampshire Revised Statutes Annotated, Chapter 37, Section 6 the following Policy is hereby ordered by the Town Manager, with the approval of the Board of Selectmen.

Section 2. Purpose. It is the express intent and purpose of this Policy to establish uniform purchasing procedures for the Town of Hampton to protect the public welfare and to assure fair and equitable treatment in the purchasing of supplies, materials and services.

Section 3. Purchase of Supplies, Materials and Services. All purchases of supplies, materials and services, including professional services, other than legal services, the cost of which is estimated to exceed \$5,000, shall be purchased only after competitive sealed bids or sealed written professional proposals have been solicited.

- A. Bids or proposals shall be awarded to the lowest responsible bidder. In determining the lowest responsible bidder or proposer, in addition to price, the following shall be considered:
1. The ability, capacity and skill of the bidder or proposer to perform the contract or provide the services required;
 2. Whether the bidder or proposer can perform the contract or provide the service promptly, or within the time specified, without delay or interference;
 3. The character, integrity, reputation, experience and efficiency of the bidder or proposer;
 4. The quality of performance of previous contracts or services for the Town or others.
- B. The Town shall reserve to itself the right to reject all bids or proposals received, to be accepted, the bid or proposal must, as initially submitted, constitute a complete, unqualified offer that includes all material terms of the solicitation and

provide all terms for the contract, without further modification, for the supplies, materials or services solicited.

- C. In lieu of the requirements contained in this section the Town may accept and use collective competitive bids awarded by the State of New Hampshire or the United States Government where those bids have been conditioned for acceptance and use by the Town. In such cases the provisions of this section shall be deemed to have been complied with without further action by the Town.

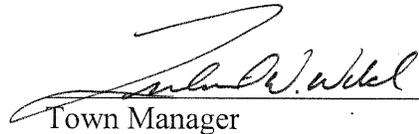
Section 4. Notice of Bid. A notice of bid shall be advertised in a newspaper of local circulation and at least five days shall be allowed between the publication of the bid notice and the filing date for bids.

Section 5. Control Office. The provisions of this Policy shall be subject to the control of the office of the Town Manager.

Section 6. Signature. Signature of the Town Manager is necessary to award a purchase of supplies, materials and services covered by this Policy.

Section 7. Provisions. The Town Manager may, from time to time, promulgate procedures to effect the provisions of this Policy.

2-25-08
Date Adopted


Town Manager