

Town of Bridge Creek
Procurement Policy

DRAFT

Effective Date: [Insert Date - e.g., July 1, 2025]

Supersedes: May 21, 2020 Policy

I. Policy Statement

It is the policy of the Town of Bridge Creek to acquire all supplies, materials, equipment, and services in a manner that is fair, transparent, efficient, and economical, ensuring the maximum extent practical of open and free competition. This policy aims to achieve the best value for taxpayer dollars while adhering to all applicable federal, state, and local laws and regulations.

II. Guiding Principles

Transparency: Procurement processes shall be open and clearly communicated.

Fairness and Impartiality: All vendors shall be treated equitably, and decisions shall be based solely on objective criteria.

Competition: Solicitations shall encourage broad participation from qualified vendors.

Accountability: All procurement activities shall be documented and auditable.

Best Value: Decisions shall consider not only price but also quality, reliability, vendor qualifications, and long-term costs.

Ethical Conduct: All individuals involved in procurement must adhere to the highest ethical standards, avoiding conflicts of interest.

III. General Procurement Procedures

A. Purchase Thresholds and Methods: To ensure appropriate levels of review and competition, the following thresholds and corresponding procurement methods shall be utilized:

Purchases Under \$1,000 (Micro-Purchases):

Whenever practical, the Town Clerk, Town Treasurer, the employee or department head requesting the purchase shall acquire quotes from a reasonable number of sources (at least two, if readily available) to ensure the items or services are being purchased in the most economical manner.

Formal quotes or written documentation are generally not required, but cost reasonableness should be documented if only one source is considered.

Purchases from \$1,000 to \$10,000 (Small Purchases):

A minimum of three (3) written quotes or proposals from qualified vendors shall be obtained. Email quotes are acceptable. Documentation of all quotes received and the selection rationale shall be maintained. The purchase should be awarded to the vendor offering the best value, primarily considering price.

Purchases from \$10,001 to \$25,000 (Intermediate Purchases):

A minimum of three (3) formal written quotes or proposals shall be solicited. For services, a Request for Proposals (RFP) may be issued to evaluate qualifications in addition to price. Purchases at this level require approval from the Town Board.

Purchases Over \$25,000 (Formal Procurement/Competitive Bidding):

All outlay items, such as vehicles, major equipment, construction projects, and significant services, shall be subject to a formal competitive bidding process unless otherwise exempted by this policy.

The Town shall issue detailed bid specifications, Requests for Proposals (RFPs), or Invitations for Bids (IFBs).

Notice of bid taking shall be published/advertised in a manner designed to reach a broad range of potential bidders, including but not limited to:

- The Town's official website.
- Local newspapers (if deemed appropriate for broad reach).
- Industry-specific publications or online platforms.
- Direct invitations to known qualified vendors.

Bids/proposals will be reviewed, evaluated, and acted upon by the appropriate Town officials/committee. Selection shall be based on the most responsible and responsive bid/proposal, considering factors outlined in the solicitation document (e.g., price, quality, delivery, experience, references).

Award of contracts for purchases over \$25,000 requires approval by the Town Board.

B. Sole Source Purchases:

A sole source purchase is permissible only when an item or service is available from only one source. Justification for a sole source purchase must be documented and include:

- A description of the item or service.
- An explanation of why it is available from only one source.
- A determination that the price is reasonable.

Approval by the Town Board for sole source purchases over \$5,000.

C. Emergency Purchases:

In situations where an immediate threat to public health, safety, welfare, or property exists, and time does not permit formal competitive procedures, emergency purchases may be made.

Documentation of the emergency and the goods/services procured shall be created as soon as practicable. Attempts should be made to obtain a reasonable price under the circumstances. The Town Board shall be notified of any emergency purchase exceeding \$5,000 at its next regular meeting.

IV. Bid and Proposal Procedures

A. Solicitation Documents:

All solicitations (IFBs, RFPs) shall clearly define:

- The scope of work or specifications of the goods/services.
- Evaluation criteria and their relative importance.
- Submission requirements and deadlines.
- Terms and conditions.
- Contact information for questions.

B. Bid Opening:

Formal bids submitted in response to IFBs shall be opened publicly at the designated time and place.

The names of bidders and their bid prices shall be read aloud.

Proposals submitted in response to RFPs may not be opened publicly to protect proprietary information during the evaluation process.

C. Evaluation and Award:

The Town of Bridge Creek maintains the right to reject any and all bid proposals or cancel any solicitation, in whole or in part, when it is in the best interest of the Town. Awards shall be made to the responsive and responsible bidder/proposer whose offer is most advantageous to the Town, considering all evaluation factors set forth in the solicitation.

A "responsible" bidder/proposer is one who has the capability, including financial capacity, integrity, and reliability, to perform fully the contract requirements.

A "responsive" bid/proposal is one that conforms in all material respects to the invitation for bids/request for proposals.

V. Contract Administration

All contracts resulting from procurement activities shall be in writing and signed by an authorized Town official. Contract performance shall be monitored to ensure compliance with terms and conditions. Payment shall be made in accordance with contract terms and upon satisfactory completion of services or delivery of goods.

VI. Federal Funding Requirements (Grants)

When federal funds are utilized for a project (grants), the Town of Bridge Creek shall ensure strict compliance with all applicable federal procurement regulations, including but not limited to:

Debarment and Suspension: Awards shall not be made to any party which is debarred or suspended, or is otherwise excluded from or ineligible for participation in federal assistance programs. The Town shall verify vendor eligibility through the System for Award Management (SAM.gov) or other required federal databases.

Cost and Price Analysis: A cost or price analysis will be performed for all procurements over the Simplified Acquisition Threshold (currently \$250,000), including contract modifications.

Standards: Adherence to all relevant federal acts and standards as required by the specific grant.

VII. Documentation and Record Keeping

Comprehensive documentation of all procurement actions shall be maintained for a minimum of five (5) years, or longer if required by state or federal regulations. This documentation shall include:

- and payment records.
- Any correspondence related to the procurement.

VIII. Ethics and Conflicts of Interest

No Town officer, Town Clerk, Town Treasurer, employee, or agent shall participate in the selection, award, or administration of a contract supported by Town funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when the employee, officer, clerk, treasurer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. Any potential conflict of interest must be disclosed immediately to the Town Clerk/Treasurer and the Town Board.

No gratuities, favors, or anything of monetary value shall be accepted by any Town officer, clerk, treasurer, employee, or agent from contractors, potential contractors, or parties to subagreements.

IX. Policy Review

This Procurement Policy shall be reviewed periodically every 5 years by the Town Board and updated as necessary to ensure its continued effectiveness and compliance with applicable laws and best practices.

Adopted this [Day] day of [Month], [Year]

Approved:

Chairman: _____

[Print Name: Ricky Strauch]

Attest:

Clerk: _____

[Print Name: Elizabeth Pettis]