

Town of Athens, Vermont

Procurement Guideline for Goods and Services

In order to obtain quality goods and services at the lowest cost to the town, the following guidelines have been adopted by the Athens Selectboard.

- Procurement of goods and services under \$2500. Sound business practices (call to trusted suppliers, review of catalogues, internet, etc.)
- Procurement of good and services\$ 2500. – 10,000. Solicit three quotations, verbal or written (document all requests for pricing, including non-responsive vendors)
- Procurement of good and services (including construction) \$10,000 – 25,000. Solicit sealed written bids, due at a specific time and place. Post request for bid at Town Hall.
- Procurement of goods and services(including construction) expected to exceed \$ 25,000. Sealed written bids, due at a specific time and place, to be opened and publicly announced. Advertised in a paper of record for the town at least 7 days before bid due date.

To be sure that town's revenues are matched with expenses, the Selectboard shall be notified of any planned purchases over \$2,500.

- Disposal of surplus town property. Surplus town property shall first be offered other Town of Athens entities.
 1. Items under \$ 2,500 sound business practices (No sealed bidding needed)
 2. Items over \$2,500 Sealed bids.

The Town of Athens may borrow or rent equipment from other municipalities at the discretion of the Selectboard. The Town of Athens may also lend or rent equipment to other municipalities at the discretion of the Selectboard.

Approved by the Athens Selectboard

This 22 Day of March 2016

David R. Bunker

Dennis Muranto

Thomas Taylor