

## VILLAGE OF ROSCOMMON

### BIDDING POLICY

**PURPOSE:** This policy controls the expenditure of funds for supplies, parts, repairs, services and equipment for the normal and routine operation of the Village of Roscommon, including all contracted outside services.

Every reasonable attempt must be made to ensure that purchases are being made in a manner that ensures that the Village is receiving the best value for the money being expended.

**ROUTINE PURCHASES:** Routine purchases of \$500 or less are covered in the Village Manager Ordinance.

**OPEN BIDS:** For purchases expected to be \$501.00 - \$5,000.00: A minimum of two bids must be obtained. Publication of a Notice to Bidders is not required. The bids do not have to be sealed.

For purchases expected to be \$5,001.00 - \$10,000.00: A request for proposals must be prepared and staff must attempt to secure at least three bids. A Notice to Bidders is required to be published in one of the Village's regular newspaper publications, and should also be sent to all relevant local vendors. The bids do not have to be sealed.

**SEALED BIDS:** All purchases expected to be in excess of \$10,001.00: A request for proposals must be prepared and staff must attempt to secure at least three bids. A Notice to Bidders is required to be published in one of the Village's regular newspaper publications. The bids must be sealed.

Sealed bids shall be requested by the Village purchasing agent by mailing a copy of the specifications or requirements to such qualified vendors as may be known, and by filing a copy of the request with the office of the Village Clerk. Special effort and consideration shall be made to solicit a fair number of bids from local companies whenever possible; this in no way prevents the Village from soliciting non-local bids.

Bids shall be opened in public at the time and place designated in the bid notice. Bids shall be opened by the Village Engineer, Village Manager, or department head making the request and recorded by the Village Clerk. Within a reasonable period, not to exceed seven business days following the opening, the bids shall be examined, tabulated, and available for public inspections. The Village Clerk shall maintain a written record of the quotations received.

The individual opening the bids shall make a recommendation to the Village Council at their next regular meeting as to which bid to accept. The Village Council is not required to accept the lowest bid, and every effort will be made to award bids to local bidders. If in the council's discretion, the award is not made to the lowest bidder, the resolution awarding the contract shall state reasons for not accepting the low bid.

If any successful bidder fails or refuses to enter into the contract awarded within ten (10) business days after being notified of such award; or should they fail to file any bond required within the same time, the deposit accompanying their bid shall be forfeited to the Village and the council may, in its discretion, award the contract to another competent bidder.

**NEGOTIATED CONTRACTS:** The Village Council may authorize the Village Manager to negotiate a contract for the purchase of any product, material or service with a provider without regard to the requirements of this policy relative to purchases where any of the following conditions exist:

- a. Due to circumstances beyond the control of the Village, the market for such product, material or service is not competitive.
- b. The purchase is from the State Purchasing Program.
- c. The economic interests of the Village are best served by negotiating a contract with the provider of the product, material or service without requesting sealed bids.
- d. The contract is for professional services.

**EMERGENCY PURCHASES:** If an emergency or an apparent emergency endangering the public peace, health or safety of the Village should arise and the delay of these procedures would affect the welfare of the Village, the Village Manager, or department head may make any purchase deemed necessary. Within three business days from the time of purchase, the purchaser shall file in writing with the Village Manager a detailed explanation of the necessity for the purchases. If the emergency transaction is \$5,000.00 or more, the purchasing agent shall submit a statement to the council no later than its next regular meeting before payment thereof may be authorized.

Date: 6/11/12

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Erine Adams, Village President

  

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Dawn Dodge, Village Clerk