

The following is what the Purchasing Policy would be with all red line deleted and the language in blue added for clarification.

PURCHASING POLICY

PURPOSE: **This Purchasing Policy shall apply to all projects initiated and led by the Woodstock Economic Development Commission (hereinafter EDC).** The purpose of this Purchasing Policy is to obtain the highest quality goods and services at the lowest possible price, to exercise financial control over the purchasing process, to allow fair and equal opportunity among qualified suppliers, and to provide for increased public confidence in the procedures followed in public purchasing.

PURCHASE AUTHORIZATION. No purchases (or contracts) over \$3,000.00 shall be made for any project **initiated and led by the EDC** without **following the following procedure.** Vendors will be selected based on cost, the quality of the goods and services offered, and the ability, capacity, and skill of the vendor.

BID PROCESS. All purchases of \$3,000.00 or more shall be subject to a bid process. The bid process shall be initiated by the issuance of a request for bids. Notice of the request for bids shall be made by one or more of the following methods of soliciting proposals:

- | Mailing a letter to known providers soliciting bid responses
- | or
- | Placing an advertisement in a newspaper of general circulation in the region
- | or

Posting a bid solicitation on the Town of Woodstock website

Or

Posting a bid solicitation on the Woodstock Digest (List Serve)

BID SPECIFICATIONS. Bid specifications shall include:

1. Bid name.
2. Bid submission deadline.
3. Date, location, and time of bid opening.
4. Specifications for the product, project or services including quantity, design, and performance features.
- 4a. Site Visit and Project Explanation As an alternative to developing a written set of specifications, it is acceptable to show a project to contractors at a site visit

during which time, the desired outcome of the project is explained to the contractor.

Bidders shall bid to specifications and any exceptions must be noted. A bidder submitting a bid thereby certifies that the bid is made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same work.

CRITERIA FOR BID SELECTION: In evaluating bids, the EDC will consider the following criteria:

1. price.
2. Bidder's ability to perform within the specified time limits.
3. Bidder's experience and reputation.
4. Quality of the materials and services specified in the bid.
5. Bidder's ability to meet other terms and conditions, including insurance and bond requirements.
6. Bidder's financial responsibility.
7. Nature and size of bidder.
8. Any other factors that the (grantee and EDC) determines are relevant and appropriate in connection with a given project or service.

The EDC reserves the right at their sole discretion to reject any and all bids, wholly or in part, to waive any informalities or any irregularities therein, to accept any bid even though it may not be the lowest bid, to call for rebids, to negotiate with any bidder, and to make an award which in its sole and absolute judgment will best serve the Town's or Village's interest. It shall not be a requirement to actually receive more than one bid, as not all persons or corporations solicited for proposals shall actually submit a proposal.

ADDENDUM TO SPECIFICATIONS: If specification changes are made prior to the close of the bid process, an addendum will be issued and notice shall be sent to any bidder who already expressed interest in bidding.

EXCEPTIONS

SOLE SOURCE PURCHASES: If the EDC determines that a particular manufacturer of a product (or contractor or service provider) is superior to its competitors, it may waive the bid process and authorize the purchase from the sole source.

Professional Services: The bid process shall not apply to the selection of providers for services that are characterized by a high degree of professional judgment and discretion including legal, financial, auditing, engineering, **design**, risk management, and insurance services.

The foregoing Policy is hereby adopted by the Economic Development Commission and is effective until amended or repealed.

ADD SIGNATURE LINE

