

John Medici  
Wade Andrews  
Ronald Smith, JR  
Katherine Proctor  
Gilbert Harris  
BOS@limerickme.org



Office of Select Board  
Assessors and Overseers  
Phone: 207-793-4475  
Fax: 207-793-8510

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## Town Of Limerick

55 Washington Street  
Limerick, ME 04048

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# PURCHASE POLICY

### AUTHORITY:

The Select Board seeks to have the purchasing agent, or the department heads use sound financial management of all Town funds. In an effort to control this, they desire to set current standards for the purchase of goods and services for the Town of Limerick as follows:

### SCOPE OF POLICY:

The Select Board hereby establishes the following guidelines for the purchase of all Town goods and services. This purchasing policy shall be in effect upon its adoption and shall remain in effect until amended or overturned.

**\$0 - \$1,000** Formal competitive bidding is not required. However, the purchaser should endeavor to get the best value for the money spent. Department heads can approve the purchase if it is included in their budget or if of an emergency nature.

**\$1,000 - \$2,500** This also does not require competitive bidding but should also be priced so that the Town receives good value by receiving multiple quotes. Department heads can only approve the purchase of goods and services if this was present in their annual budget, if not in their budget the Select Board approval is required.

**\$2,500 - \$7,500** Written quotes shall be solicited from a minimum of three qualified bidders or companies. The bids or estimates are to be attached to the purchase order request and approved by the Select Board.

**Over \$15,000** Written bid specifications shall be approved by the Select Board and shall include text giving the Town to right to "accept or reject any and all bid". The bid shall be advertised by at least a weekly publication to encourage the widest possible competition. Bidders shall

submit sealed bids in writing to the Select Board prior to the date and time specified in the bid package. Late bids shall never be accepted. Bids shall be opened at a public meeting at the time and place specified in the invitation to bid. The Select Board may award the bid to the responsible bidder whose bid conforms to the invitation to bid and the bid that will provide the best value to the Town. All winning bidders must comply with proof of insurance as directed by the Select Board.

The Select Board shall award the bid to the best qualified bidder with the best value (not necessarily the lowest bidder); keeping in mind the Town reserves the right to accept or reject any or all bids or any part thereof, and to accept the bid considered to be in the best interest of the Town.

**EXEMPTIONS FROM BIDDING:**

The Select Board recognizes that certain goods or services (legal, plumbing, electrical, surveyor and others will continue to be provided by certain contractors each year and that no annual bidding for such goods or services is necessary. However, this assumes good customer service and competitive pricing is provided by such contractors. The Select Board may decide to go out to bid for such services if concerns arise with vendors. All vendors must supply the Town with proof of insurance if required by the Select Board.

**CREDIT CARD AND PURCHASE ORDER USE:**

Credit cards shall only be for official Town business and pursuant to the current credit card policy in effect through the Town Treasurer.

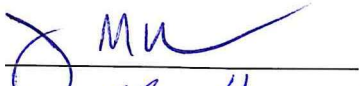
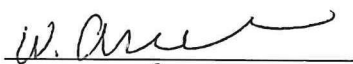


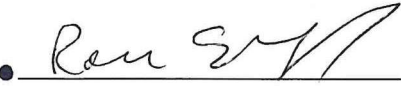
All purchases must be accompanied by an approved and signed purchase order with the original receipt attached to the purchase order and the department clearly stated on the purchase order.

**This policy will be distributed around January 1<sup>st</sup> of each year to all Dept. Heads. The form is expected to be reviewed, signed, & returned to the Select Board Admin by February 1<sup>st</sup>.**

Dated November 22, 2021

Updated November 28, 2022

**Select Board – TOWN OF LIMERICK**

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Department Head: \_\_\_\_\_, Department \_\_\_\_\_ Signature \_\_\_\_\_