

Town of Newburgh Purchase and Bid Policy

1. Department heads may purchase items at their discretion up to \$2,500.00 and within Town approved annual budget. Departments must handle purchases under a quotation system. Under this system prices are solicited by the Department Head and the item or service is purchased from the supplier the Department Head recommends. There is no formal bid advertisement however, and no official sealed bid opening when a quotation is requested. Any item more than two- thousand-five-hundred dollars \$2,500.00 must have a signed, preapproved purchase order signed by the Town Manager. All Departments are exempted from the stated requirement for emergency situations as deemed so by the authorization of the Department head of the Town of Newburgh, up to the amount of \$2,500.00. Verbal notification of the emergency purchase must be given to the Town Manager and written notice submitted within 48 hours of the emergency purchase.

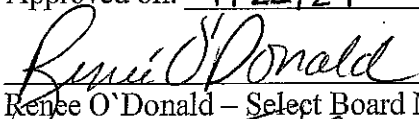
2. The Town Manager may handle purchases up to five thousand dollars (\$5,000.00). The Town Manager may handle purchases under a quotation system. Under this system prices are solicited by the Town Manager and the item or service is purchased from the supplier the Town Manager recommends. There is no formal bid advertisement however, and no official sealed bid opening when a quotation is requested.

3. Purchases, sale of or construction projects and contracted services in excess of fifteen thousand dollars (\$15,000) will be "put out" for bid with advertisement and official bid opening by selectmen at a Select Board Meeting. The advertisement will specify the date and time of the public opening. After opening of all bids, the selectmen shall review the bids and a majority of Selectmen present may at their discretion accept a bid. The Select Board reserves the right to request references or to accept or reject any and all bids.
The Select Board by a majority vote may waive this bid procedure and may receive quotes on various projects.

4. Disposal of town owned equipment, property or real estate is done under the direction of the Select Board.

5. Bid contracts to be signed by the Town Manager and shall require prior approval by a majority of the Select Board.

Approved on: 1/22/24


Renee O'Donald – Select Board Member


Brian Carlisle – Select Board Member


Kurt Giles- Select Board Member