



TOWN COUNCIL • TOWN OF PROSPECT, CT 06712-1699
36 CENTER STREET (203) 758-4461

Purchasing Procedures
April 5, 2011

It is hereby resolved: that the Prospect Town Council adopt the following purchasing procedures: Purchases by the Town of Prospect for amounts of \$5,000 or more shall be made in accordance with the following procedures:

1. Where possible, a minimum of three bids shall be solicited.
 - (a) A "request for quotation" form may be used.
 - (b) Request for quotations will be on a sealed bid basis.
2. Bids shall be returned to the Prospect Town Hall in sealed and specially marked envelopes furnished as part of the request for quotation.
 - (a) The returned bids are to be opened in public at the stated or published time.
 - (b) No returned bid will be opened until the stated date and hour.
 - (c) All late bids will be disregarded.
3. The Mayor may use the "STATE BID PRICE" or "Become part of a "Regional Consortium" in order to procure particular goods or services at costs that are advantageous to the Town of Prospect.
4. If deemed necessary by the Mayor, quotations may be accepted by telephone or F.A.X. machine. These quotations will be confirmed in writing and if requested, received by a specific time.
5. Under certain circumstances and by discretion of the Mayor, the returned quotations may be accompanied by a certified check, cash or bond, as a guarantee that the bidder will accept the order if it is awarded to them.
6. Selection of the bidder to whom the award will be made will, in all cases, be that considered most advantageous to the Town of Prospect.

******* The Mayor reserves the right to accept or reject any and all bids; to waive any informalities; to divide the award, or to accept any bid deemed in the be interest of the Town of Prospect.**

Approved on April 5, 2011

**Thomas J. Galvin, Chair
Prospect Town Council**