



MAILING ADDRESS
280 VICTORY HIGHWAY
WEST GREENWICH
RHODE ISLAND 02817-2113

THE TOWN OF WEST GREENWICH
STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

ORDINANCE #71

AN ORDINANCE RELATING TO PURCHASING AND ACCOUNTING

IT IS ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF WEST GREENWICH,
RHODE ISLAND, AS FOLLOWS:

Section 1. Purchasing & account control.

Town purchases policies & procedures.

(1) Generally.

(a) Scope of purchasing authority; duties.

All Town departments, offices, boards, agencies and commissions shall procure all goods and services needed in accordance with purchasing procedures, as prescribed by this article, and such rules and regulations as the purchasing agent shall adopt for the internal management and operation as shall be approved by the Town Council, and such other rules and regulations as shall be prescribed by the Town Council.

(b) Unauthorized purchases.

Except as provided in this article, no Town employee shall order the purchase or supplies of make any contract within the purview of this article, other than through prescribed procedures.

(c) Other powers and duties.

In addition to the purchasing authority conferred above and in addition to other powers and duties conferred by this article, each department head and purchasing agent shall:

(i) Minimum expenditure.

Act to procure for the Town the highest quality in goods and contractual services at the least expense to the Town.

(ii) Encourage competition.

Discourage uniform bidding and endeavor to obtain as full and open competition as possible on all purchases and sales.

(iii) Bulk purchases.

Explore the possibilities of buying in bulk with other departments so as to take full advantage of discounts.

(d) Purchasing agent's other powers and duties.

In addition to the purchasing authority conferred above and in addition to other powers and duties conferred by this article the purchasing agent shall:

(i) Forms.

Prescribe and maintain such forms as s/he shall find reasonable and necessary to the implementation of this chapter.

(2) Specific requirements.

No purchases or contracts for services or goods of any kind or description, payment for which is to be made from funds of the Town, shall be made by the purchasing agent or any department head, officer, employee or agent of the Town except as follows:

(a) Whenever any contemplated purchase or contract for goods or services is for the sum of less than one thousand dollars, (\$1,000.00) inclusive, departments heads shall submit to the Town purchasing agent a written requisition. The Town purchasing agent may order the items as needed provided the Town Treasurer certifies that there is sufficient unencumbered appropriation balance to the credit of such office, department or agency to pay for the requisition.

(b) Whenever any contemplated purchase or contract for goods or services is for amounts between one thousand dollars (\$1,000.00) and five thousand (\$5,000.00) and up to ten thousand (\$10,000.00) for a single construction project, the department heads shall submit to the Town purchasing agent a written requisition. The Town purchasing agent shall solicit at least three telephone bids, written record of which shall be filed with each purchase order. The Town purchasing agent may order the items provided the Town Treasurer certifies that there is sufficient unencumbered appropriation balance to the credit of such office, department or agency to pay for the requisition.

(c) All purchases for a single item or order in an amount exceeding five thousand dollars (\$5,000.00), or for a single construction project to cost an amount exceeding ten thousand dollars \$10,000.00, shall be made or the contract let through the sealed bid process or one of the alternative procedures provided in Title 45, Chapter 55 et seq. of the Rhode Island General Laws.

(3) Bidding procedures.

The Town purchasing agent and all parties contracting with the Town shall follow the procedure set forth in this section in relation to all bids required above.

(a) All notices and solicitations of bids shall state the time and place of opening.

(b) All bids shall be submitted sealed to the Town official, department head, or purchasing agent designated in the bid packet and shall be identified as bids on the envelope.

(c) All bids shall be opened in public at an time and place stated in the public notices.

(d) The Town Council shall have the authority to reject any and all bids and parts of all bids and re-advertise or re-solicit bids whenever it is deemed to be in the best interest of the Town.

(e) The Town Council shall not award any bid unless the purchasing agent shall have first certified that all bidding procedures have been followed as prescribed herein.

(4) Determining the lowest responsible bidder.

It is the responsibility of the Town purchasing agent to review and investigate all bids received and to recommend an award to the lowest, qualified, responsible bidder for the entire purchase or contract or for any part thereof. In determining the lowest, qualified, responsible bidder, the department head shall consider:

(a) The ability, capacity and skill of the bidder to perform the contract or provide the services required.

(b) Whether the bidder can perform the contract to provide the services promptly or within required time periods without delay or interference.

(c) The quality of performance of previous contracts or services.

(d) The previous and existing compliance by the bidder with laws and ordinances of the Town.

5. Sole Source Procurement.

A contract may be awarded for a supply, service, or construction item without competition when, under published regulations, the purchasing officer determines, in writing, that there is only one source for the required supply, service or construction item.

6. Emergency Appropriation.

An emergency appropriation may be made when it is determined that there exists a threat to the public health, welfare or safety upon the concurrence of three (3) members of the Town Council, who may be polled by phone or electronic communication. As soon thereafter as practicable, said emergency appropriation shall be confirmed and ratified in accordance with the the pertinent provisions of the Town Charter.

Section 2. This ordinance shall take effect upon passage.

Received by Town Clerk: 5/7/97

Date of posting: 5/9/97

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First Reading: 5/14/97

Second Reading: 6/12/97

Council Action: Adopted Rejected

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