



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Purchasing Ordinance and Policy Work Group

Friday, October 12, 2018

7:30 a.m.

Main Meeting Room, Town Hall, 933 Hopmeadow Street

SPECIAL MEETING MINUTES - DRAFT

Members Present: Sean Askham, Chris Kelly

Staff Present: Melissa Appleby, Tom Roy, Amy Meriwether

The meeting was called to order at 7:31am.

1) Discussion on Purchasing Policy Ordinance and Policy

Ms. Meriwether reviewed the proposed changes to the purchasing policy. She indicated that the bid thresholds have not been updated in many years, and that a benchmarking analysis of comparable communities revealed higher thresholds. Staff recommends increasing the bid thresholds such that two quotes would be required for purchases between \$10,000 and \$25,000, and bids would be required for purchases in excess of \$25,000. Ms. Meriwether noted that the \$25,000 threshold would be consistent with the Board of Education's policy. The work group agreed that the Board of Selectmen should be informed of any bid waivers and suggested minor changes to this language.

The work group discussed the bid bond language, and noted that bonds should be required as needed based on project type rather than a specific value of the contract. The work group proposed editing the language to allow staff, in consultation with the Finance Director, to make a determination regarding bonds based on the particular project.

The work group expressed interest in including a local vendor preference, and suggested adding language that would allow a local vendor the opportunity to match a bid if its proposal was within 5 percent of the lowest bid.

The work group determined that this should remain a policy, adopted by the Board of Selectmen, as opposed to an ordinance. These recommendations will be advanced to the full Board of Selectmen.

2) Next Steps

Ms. Meriwether will update the draft policy to reflect the changes discussed by the work group. The revised draft will then be considered by the full Board of Selectmen.

3) Future Meeting Dates

The work group will not require additional meetings.

Adjourn

The meeting adjourned at 8:15am.

Respectfully Submitted,
Melissa Appleby
Deputy Town Manager