

**TOWN OF KILLINGWORTH
REGULATIONS FOR COMPETITIVE BIDDING OF CONTRACTS
FOR GOODS, EQUIPMENT, MATERIALS, SUPPLIES, AND SERVICES**

1. Expenditures by an officer or agency of the Town of Killingworth, other than the Probate Court, in excess of \$10,000.00 per year for supplies, equipment, materials, or services shall be put out to competitive bid as specified in Section 9.5(f) of the Killingworth Town Charter. The positions of Town Attorney, Town Engineer, and Town Auditor are not subject to competitive bidding.
2. Unless otherwise provided herein, such competitive bids shall be advertised by publication of legal notice in the designated local newspaper no less than 21 days prior to the date set for opening of the bids, which date shall be set by the First Selectman. Legal notice need not contain detailed specifications other than a general description of the items or services to be bid, but such specifications shall be available to any interested bidders at the Office of the First Selectman. Legal Notice shall state a specific time for the opening of the bids. Simultaneous with the procedure in paragraph two above, invitations to bid may be sent out from the First Selectman's Office.
3. Each bid, whether by invitation or in response to public notice, shall be presented to the First Selectman's Office in sealed form and shall be accepted for consideration by the Board of Selectmen only if it is received prior to the time set forth in the bid instructions. All bids shall remain sealed until they are opened at a meeting of the Board of Selectmen convened at the specific time stated in the legal notice. Contractual acceptance of a bid shall require a majority vote of the Board of Selectmen.
4. The Town of Killingworth will award a contract to the bidder who will best serve the interests of the town. In awarding a contract, the Board of Selectmen will consider
 - i. The price of the purchase;
 - ii. the ability, character, integrity, capacity, and skill of the bidder to perform required services;

- iii. the ability of the bidder to perform the contract or provide the service promptly within the time specified;
- iv. in relation to each bidder, the quality of any articles to be supplied, their conformity to specifications, suitability to the Town, delivery terms, and their trade-in or resale value;
- v. Quality of performance of previous contracts with and services for the Town, and compliance with laws and regulations in such performance.

The Town reserves the right to reject any or all bids, and specifically reserves the right to reject the low bidder in favor of a more qualified bidder who complies with all of the provisions of the invitation.

Bids shall not be accepted from a bidder who is in default on the payment of taxes, fees, or other monetary obligations to the Town.


5. If two or more bidders submit identical bids and are equally qualified, the decision of the Town to make the award to one or more of such bidders shall be final. Selection shall be made by drawing lots in public, unless one of the bidders is a resident bidder, in which case preference shall be given to the resident bidder.
6. Upon the Board's acceptance of the bid, the bidder shall have ten days to accept the contract. The bidder's failure to act in the ten-day period shall be construed as a refusal. The Board shall then award the contract to the next lowest responsible bidder, using the same guidelines recited above. This process shall continue until the contract is awarded and accepted.
7. The above regulations shall apply to contracts or purchases whose total value is expected to exceed \$10,000.00 in a given fiscal year, regardless of whether a portion thereof, or the value thereof, may be paid (or services are provided or the products are purchased) in increments of less than \$10,000.00. When appropriate, acceptance of the "State of Connecticut Department of Transportation low bid prices then in effect" may be substituted for the competitive bidding procedures set forth herein.

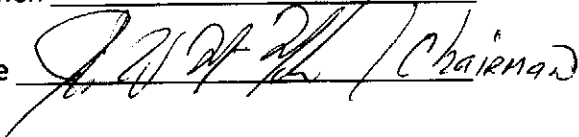
8. Notwithstanding any other provisions in these regulations, in the event that the First Selectman shall find that a state of emergency exists within the Town, he or she may make any necessary expenditures, as long as those actions are consistent with Section 7-6 (Emergencies) of the Charter.

9. For contracts for or purchases of goods, equipment, materials, or services for amounts not less than \$5,000.00 and not greater than \$10,000.00, multiple price quotations shall be solicited by the First Selectman. Solicitations of a minimum of three price quotations shall be considered normal procedure; however, the solicitation of two such price quotations shall be considered acceptable for unusual circumstances. A summary of all such price quotations received by the First Selectman shall be forwarded to the other two Selectmen within seven (7) days of their receipt, prior to purchase by the Selectman's Office, and upon request by any selectman, the purchase will not be completed until after discussion at the next meeting of the Board of Selectmen.

10. The foregoing requirements shall not be applicable to, and the requirement for competitive bidding shall be satisfied, when the expenditure by the town is part of a project being undertaken pursuant to a federal or state grant program, and the requirements of said program provide for (a) an alternative system of interview and/or review of potential bidders and (b) the review and approval by the granting authority of all contracts entered into and expenditure made for said project.

11. These regulations shall be effective once they have been approved by the Board of Finance.

Approved by the Board of Selectmen 

Approved by the Board of Finance  / Chairman 5/11/10