

Town of Hebron

Purchasing Manual

Accompanying Procedures, Samples & Forms

To Provide Guidance for the Policy Adopted by Board of Selectmen on
February 17, 2011

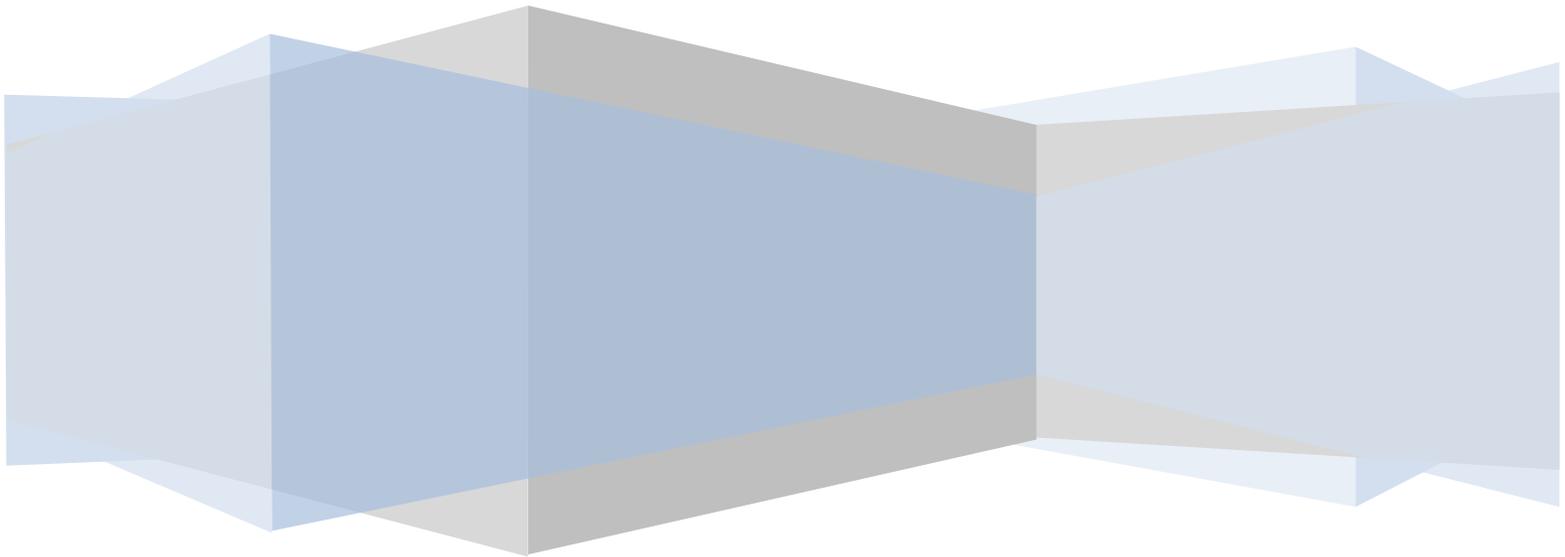


Table of Contents

INTRODUCTION	4
A. GENERAL PURCHASING GUIDELINES.....	5
1. Town Purchasing Requirements	5
2.a Guidelines - Purchases under \$25,000	7
2.b Guidelines - Purchases over \$25,000.....	8
a. Exceptions to bid requirements	8
b. Exceptions to bid requirements that must have BOS Approval.....	10
c. Waiver of Competitive Bid Process.....	10
3. Emergency Purchases	11
4. Year End Budget Commitments and Encumbrances	12
5. Purchases over \$ 25,000 - Preparing Bid Specifications	13
6. Bid Lists.....	14
7. Bid Evaluation and Award.....	15
8. Purchases Made From Bids Prepared by Other Governmental Units...	20
9. The RFP (Request for Proposal) and Quotes	21
10. Equipment Repairs and Service Contracts:	23
11. Disposal and Trade-In of Surplus Property	23
12. Receiving	25
13. Enforcement.....	27
14. Cancellation of Purchase Orders	27
15. Order Expediting.....	28
16. Insurance Requirements	28
17. Bonding	30
18. Hold Harmless and Indemnity Agreement.....	32
B. TRAVEL REIMBURSEMENT POLICY	32
C. FORMS DETAIL	35
1. Purchase Order Forms.....	35
2. Fixed Asset & Insurance Forms	36
D. CREDIT CARD PURCHASE PROCEDURES	37

APPENDICES

Appendix A – Purchase Order Signing Authority	41
Appendix B - Bid Sample & Common Bid Attachments	43
Hebron Code of Ethics	53
Appendix C - Quality Based Selection Process	60
Appendix D - Sample Purchase Order & Instructions	62
Appendix E - Sample Payment Voucher	66
Appendix F - Fixed Asset Disposal, Addition & Transfer Forms	69
Appendix G - Insurance Add/Delete Form	72
Appendix H - Conference & Travel Forms	73

INTRODUCTION

The purpose of this purchasing manual is to provide a systematic and uniform guidance for the procurement of goods and services by any Department, Office or Agency of the Town.

The Board of Selectmen has established a purchasing policy which will apply to purchases made by the Town. The procedures and personnel involved in the purchasing process shall be subject to the supervision of, and fall within the jurisdiction of, the Town Manager and Finance Director.

Some of the procedures outlined herein can be waived at any time, if it is deemed to be in the best interest of the Town of Hebron, by the Town Manager, Finance Director, or Board of Selectmen, provided that the waiver is in accordance with any applicable Charter and Ordinance requirements. Certain sections of this manual will document the various limitations of authority. In certain circumstances, some waivers may have to be presented for Board of Selectmen approval and are noted within this policy.

A. GENERAL PURCHASING GUIDELINES

These guidelines should be followed in good faith by each agency.

1. Town Purchasing Requirements

- 1.1 The purchase of all goods and services for the Town of Hebron shall be documented through properly completed purchase orders approved by the department head and/or other authorized personnel. The purchase order will be approved by the Finance Director and then entered within the financial system. **No items shall be ordered until the Purchase Order has been approved.** In addition to having a Purchase Order created there will be occasions where Telephone Quotation or Written Quotation forms will need to be sent to Finance as back up documentation for the purchase order. A sample of each of these forms and instructions for their completion can be found in the forms section (Appendices D-H) at the end of this manual.
- 1.2 In general, Purchase Orders should be considered the Town's primary procurement form. Said forms should be used to secure all acquisitions, except where otherwise noted. (See Sections 1.3 and 1.4 below.)
- 1.3 A Purchase Order may be used at any time no matter what the cost of the item is and will also provide a better accounting of available funds in an account. Purchases of less than \$3,000 do not require pre-approval by the Finance Director or a purchase order to make a purchase. A department may elect to process these types of purchases of goods or services for the Town of Hebron through the submission of a properly completed payment voucher form. All such forms must be signed by the Department Head or other authorized personnel. In the event that a vendor requires a P.O. number to process this type of Town order, the payment voucher has a pre-stamped number that can be used as a reference number or the Department may opt to process a purchase order instead. If an item has already been purchased and received then it is best that a payment voucher be issued instead of a purchase order.

1.4 Additionally, in the following situations, a Purchase Order need not be prepared, a payment voucher may be used to process the payment request and in most instances these types of purchases will not be subject to formal bid or quote processes to order either goods or services or effect payment for them (Refer to section 2.6):

- A.** Mileage, travel expense, or official luncheon and or meeting registrations or reimbursement. For more information on this subject, see Section B-Travel Reimbursement Policy.
- B.** Social Service payments, including those commodities or services the Town purchases directly for clients (i.e., fuel oil.)
- C.** Transcription Services and program providers - occasional.
- D.** Association dues, code books, manuals, reference materials and subscriptions.
- E.** Utilities – but recommended as a blanket purchase order (natural gas, water, and electricity.)
- F.** Payroll deductions and related expenditures.
- G.** Overpayment of taxes and interest and program or revenue refunds.
- H.** Petty cash reimbursements.
- I.** Title applications, motor vehicle documents, inspection permits, elevator inspections, etc.
- J.** Food in small quantities (coffee, sugar, etc.) and meeting supplies.
- K.** Insurance payments.
- L.** Dog warden fees, license and permit fees collected on behalf of the State of Connecticut or other agencies.
- M.** Unemployment compensation.
- N.** Magazine subscriptions.
- O.** Library books and videos/cd's
- P.** Postage.

- Q. Miscellaneous immediate and unplanned needs for Office supplies, hardware store type purchases and other immediate need purchases under \$200 that can possibly occur on a recurring basis. For example, electrical outlet purchased at a local hardware store for an unexpected repair.
- R. Credit card purchases (see credit card policy for further process requirements).
- S. Parks and Recreation program providers, program supplies, trips, instructors and snacks.
- T. Purchases of less than \$3,000.

1.5 To ensure timely processing, all purchase orders must be approved or payment voucher forms must be signed by Department Heads or their designee(s). Authorized personnel shall consist only of those employees who have been officially authorized as a signer vis-à-vis the submission of an Authorized Signature Form to the Finance Office (See Appendix A.)
Note: Department/Division Heads should update their file when a new employee has been hired or one has left Town service.

Note: The Town policy is to pay on valid invoices within a three week time frame. Department heads or authorized staff must ensure that all requests for payment and appropriate documentation are submitted to the Finance Office in a timely manner.

2.a Guidelines - Purchases under \$25,000

This section covers purchases not in excess of the \$25,000 for contracts and other purchases. These purchases do not require public advertisement, formal bid procedures and are administered by the Department and forwarded to the Finance Office. **A Purchase Order and approval of such is required prior to any order being placed.**

- 2.a.1 For purchases of items less than \$3,000 that are not purchased on a repetitive basis, only one telephone, email, fax or written quote by the Department is necessary. Items costing less than \$3,000 are excluded from quotes and bids as provided for in Section 1.3 and 1.4 exclusions.

2.a.2 When a Department wishes to purchase an item costing between \$3,000 and less than \$10,000, a minimum of three telephone, email, fax or written quotes must be obtained. The Department must submit the requisite phone quotation form along with the purchase order. The general comments area should refer to a telephone quote form and date. The purpose of this form is to keep Finance informed of prices vendors are quoting and the quantities of various items being purchased Town-wide.

2.a.3 For purchases of items between \$10,001 and less than \$25,000, operating agencies must obtain a minimum of three written (including fax) price quotations. A Purchase Order is required for such items and the Department is required to submit the written quotation form along with the Purchase Order to Finance(See 2.2). The purpose of this form is to keep Finance informed of prices vendors are quoting and quantities of various items being purchased Town-wide.

2.a.4 *It should be noted that whenever a minimum of three **vendor quotations are** solicited (either telephone or written), the Department has the discretion to select whichever vendor it feels best serves its needs and those of the Town. If the recommended vendor is not the lowest priced vendor, the department division must include a written justification for its selection on the Quotation Form.*

2.a.5 The practice of ordering small quantities of an item over a short period of time to avoid the purchasing procedure is prohibited.

2.b Guidelines – Purchases over \$25,000

For purchases of items of \$25,000 or more, formal bid procedures within this policy shall be followed using the Town Manager's Office and the Finance Office for assistance if required.

a. Exceptions to bid requirements

The supplies, commodities, materials, services or construction listed below will not require sealed bids, but do require the **Town Manager or Finance Director** approval. Any new initiatives, policy or procedure changes that were not approved during the budget process must be brought forward to the Board of Selectmen for

approval.

1. Those furnished by a monopoly utility.
2. Those having or requiring a single source supply.
3. Those required to meet a public emergency as determined by the Town Manager or agent and reported to the Board of Selectmen at their next regularly scheduled meeting. (See also Section 3).
4. Annual maintenance agreements that are provided by a specialized vendor for specialized types of equipment. i.e., telephone or computer system service contract.
5. Those exempted or determined by law.
6. Items that will maintain consistency with other like items previously purchased.
7. On-Line Reverse Auctions
 - a. Reverse auctions can drive costs down compared with traditional “single opportunity” paper based bids. Public Act 08-141, approved June 5, 2008, enables municipalities to employ this procurement method.
 - b. In a reverse auction, a Buyer posts its purchase requirements online and approved Suppliers place lower and lower bids against one another until the event is closed and the item is awarded to the lowest bidder. In reverse auctions, the Suppliers can respond immediately to bids submitted by other Suppliers. Participants are not required to accept the lowest bid.
 - c. Check with the Finance Director to see if there are any opportunities available for this type of process.

Where Federal or State law or regulations including grant requirements require other procedures, such other procedures will be followed in lieu of those specified within this policy.

b. Exceptions to Bid requirements that must have Board of Selectmen Approval of purchase

1. Any purchase of \$25,000 or more that has not been exempted pursuant to 2.1 (a).
2. Those providing technical services or professional consulting, such as architectural, engineering, planning, medical, data processing, legal, personnel or management service, on call mechanical, equipment, facility or specialized vehicle repairs requiring repair by a qualified mechanic associated with the vehicle. **Although these do not require the formal bid process, a request for proposal is to be done at least every three (3) years to appoint various vendors whose costs would be \$25,000 or more per year for these types of services. Professional Auditing, pension investment, legal, financial advisors and bond counsel services shall have a request for proposal done at least every five (5) years if the annual cost is \$25,000 or more per year.**
3. Those made through or administered by any State, local, regional or other purchasing agencies as recommended by the Town Manager or Finance Director.
4. Negotiated purchases of computer equipment using vendors who have access to government contract alliances or governmental preferred pricing. It is permissible to negotiate better pricing with these vendors if possible.
5. Those made through local, State or Federal surplus property agencies.

c. Waiver of Competitive Bid Process

1. In certain situations the bidding, quotation and proposal processes may be waived even though the estimated cost exceeds the dollar threshold established within this policy. The formal process may be waived for any of the following reasons:
 - Time is a critical factor.
 - A formal process would result in substantially higher costs to the Town or inefficient use of personnel, or cause substantial disruption of Town services.

The Town Manager may grant a waiver for any of the above listed reasons. Upon granting such waiver, the Town Manager must, in writing, state the reason(s) for granting such waiver and shall notify the Board of Selectmen of such action at their next meeting.

A waiver for any reason other than those above requires the approval of the Board of Selectmen. For a requesting Department to obtain a waiver, a written waiver request including specific reasons for the waiver shall be provided to the Town Manager. The request must be signed by the Department Head. Upon receipt of the waiver request, the Town Manager will notify the requestor if the waiver has been granted.

3. Emergency Purchases

- 3.1 Purchases of goods and services in an emergency which are made to protect the Town from loss shall be made through the Finance Department with the approval of the Town Manager. The Town Manager will inform and provide the Board of Selectmen with all relevant information regarding the purchase as soon as possible and at the very least, by their next scheduled meeting. The Board of Selectmen shall act upon any additional appropriations not to exceed \$25,000, pursuant to the Town Charter section 809.
- 3.2 Extreme care must be taken in the use of this particular provision, for it is not to be used as a method of evading the purchasing

function. Improper use of this procedure will result in the return of the Purchase Order request and invoice paperwork to the Department involved.

- 3.3 All such purchases must be confirmed by a Purchase Order by the end of the first working day after the purchase is made. All such Purchase Order requests shall have attached to them a signed statement explaining the nature of the emergency as it relates to the purchase.

4. Year End Budget Commitments and Encumbrances

- 4.1 A “budget commitment” is a method that can be used to insure that budgeted funds for a particular project or time period are not returned to the general fund at the close of a fiscal year (i.e., setting aside \$10,000 to purchase several computers which, due to unusual circumstances, could not be purchased within the fiscal year.)
- 4.2 Budget commitments are allowed only with prior approval of the Town Manager or the Finance Director. Departments are responsible for advising the Finance Director within a month prior to the fiscal year end for consideration of a budget commitment.
- 4.3 At the end of the month of May each year the Town Departments will cease placing orders for the fiscal year unless they are first approved by the Finance Director as an item of absolute necessity. Exemptions to this rule would be for items being purchased to start up summer programs and supplies needed in order to continue operations without interruption. Ordering items to provide for a reserve inventory is unacceptable and will only be approved in special circumstances which will be determined by the Town Manager or Finance Director.
- 4.4 Items that have been ordered prior to June 30th of each year but have not been received should have a purchase order in place in order to reserve the funds.

5. Purchases over \$ 25,000 - Preparing Bid Specifications

- 5.1 The Town Manager's Office and the Finance Office are responsible for reviewing, modifying, assisting in the preparation of, and approving bid specifications prior to public distribution.
- 5.2 User departments are responsible for establishing basic need and providing the "technical" specifications and overall preparation of the bid document that are to be added to the Town's boiler plate specification language. (See Appendix B for an example of a standard bid package.) Any deletions, additions or modifications to the basic model must be identified by the sponsoring department to ensure inclusion in the final bid document. It is important to include information in the bid document as to how the bid will be evaluated and awarded. If State or Federal grant funding is involved then the bid should include any prevailing wage requirements. The draft bid should be submitted to the Town Manager's Office in both hard copy form and an electronic format.
- 5.3 Except where known standard specifications apply, user departments must convey their requirements in a clear descriptive manner to avoid conflicts of interest and to assure objective preparation of the specifications. While agencies do not rely on suppliers for the preparation of technical specifications, that does not preclude them from requesting specifications from several sources and combining them to produce a common specification.

Normally, specifications should describe the item or service to be purchased in wording that is clear, concise and **non-restrictive**.

- 5.4 When brand names are used to assist in the identification of the type of good(s) desired, the specification must include a detailed identification of the pertinent characteristics. Specification language should clearly state "**or equivalent to**" the brand name being specified within the specifications.

- 5.5** When user departments consider a product or service to be available from only a single source (such as spare parts), a written explanation describing the monopolistic nature of the source must be submitted to the Town Manager or agent for approval. In general, specifications should not call for features or quality levels which are not necessary to support any item's intended use.
- 5.6** Departments/Divisions shall draft a proposed bid specification package, in its entirety. Involved Agencies must:
- A.** Provide the Town Manager's Office with a draft copy no later than two weeks prior to the targeted advertising date;
 - B.** Incorporate all changes/revisions made by the Finance Director or designee and submit a final version not less than five days prior to the proposed advertising date and at least four weeks prior to the anticipated bid opening date (these deadlines may be negotiated with the Town Manager's Office when different timing accommodations are required);
 - C.** Notify the Town Manager's Office if a pre-bid meeting has been scheduled so that such information can be cited in the newspaper ad;
 - D.** *Assume all responsibility for making sufficient copies available to the Town Manager's Office to meet bidder demands before the legal advertisement appears in the paper. This would include copies of maps, plans and any other pertinent information that should accompany the bid packages.*

6. Bid Lists

6.1 The Finance Office maintains Master Bid Lists on a commodity basis. Accordingly, for each general commodity or service area, a bid list is created which includes current names and addresses of vendors interested in doing business with the Town. All requests by vendors to be placed on the bid list will be honored except from those vendors who have previously defaulted on Town

business or are otherwise known to be less than reputable. If Departments have vendor information by commodity that they would like added to this list written documentation should be forwarded to the Finance Office.

6.2 Once on the bid list, bidders are removed for the following reasons:

- A. Defaulting on business with the Town.
- B. Requesting to be removed from the list.
- C. They are no longer in the business of supplying the products in the commodity area for which the list was originally composed.

6.3 No attempt is made to designate bidders with regard to their capabilities. Pre-qualifications are not done because no provision has been made in either the Charter or the Ordinances to permit such disqualification of a potential vendor. Were pre-qualifications to be done, they would include such factors as the vendor's credit rating, solvency, supply capacity, a review and analysis of the applicant's place of business, number of people working for the supplier, etc.

7. Bid Evaluation and Award

The Town Manager or authorized agent shall make the formal award of the bid contract for all municipal services, supplies, materials and equipment. The Town Manager's Office will summarize the bids and the Town Manager's recommendation will be scheduled at the appropriate Board of Selectmen's meeting for their approval. All effort should be made to have the award processed in a timely manner.

After the bid is awarded by the Board of Selectmen, all additional documentation from the awarded vendor will be obtained and a contract (if there is one) will be

sent to the Town Attorney for review. The Town Manager has the authority to waive the legal review and if it is waived it should be documented within the bid file. Once the contract has been signed and/or the award has been made to the vendor the Department Head or agent will prepare a purchase order to confirm the bid award.

7.1 Considerable professional judgment must be used in determining whether or not bids are responsive to a solicitation. However, certain quantifiable criteria are used in the exercise of that judgment. For example:

- A. Is the firm a responsible firm? Has it ever defaulted on any contracts with the Town? Do supplied references indicate that said firm is reputable?
- B. If bid security or other preconditions were required, were these conditions met?
- C. Does the bid submitted meet the detailed published specifications for the required product?
- D. Does the vendor owe any taxes or other payments to the Town? If so, then they will not be considered for the provision of any products or services to the Town until the payments are made in full.

The Town cannot take into consideration a condition which was not part of the invitation to bid. For example, if extensive service facilities were not required in the bid specifications, such a factor cannot be used in the decision-making process.

7.2 In making a bid award, the following procedural guidelines shall govern all related activities:

- A. **Determination of the lowest responsible bidder (as per Finance or Town Manager's Office calculations and sponsoring agency expertise.)** The lowest responsible bidder

is that person or firm whose bid to perform the work is lowest, who is qualified and competent to do the work, whose past performance of work is satisfactory to the Town and whose bid documents comply with the procedural requirements stated within the Town's bid specification package.

B. Consideration of local business preference option.

Consideration must be afforded to any local bidders having submitted a bid that is not more than five (5) percent higher than the lowest responsible bid. In accordance with the Town's Ordinance Providing for Local Preference (Chapter 11, Article 1), a local bidder (having a principal business located in Hebron,) may be awarded the bid provided such Town-based bidder agrees to accept the award of the bid at the amount proffered by the lowest most responsible bidder. (Note: Local Bidder Preference shall not apply when the bid in question involves a cooperative purchasing agreement between the Town and either other municipalities, consortiums or the State of Connecticut.)

C. Recommendation of Department Head for contract award.

Recommendations for award shall be stated on the bid tabulation form and forwarded to the Town Manager's Office. A detailed explanation for selecting a vendor other than the Apparent Low Bidder must be included. This documentation shall become part of the permanent Purchase Order/bid file.

D. Selectmen review and action. Said action may involve either an acceptance or a rejection of the bid in question. Rejections may result from an insufficient number of bid responses. In the event that a bid is rejected, the goods/services involved may be subject to a re-bid.

E. Vendor notification of award. Following the Board of Selectmen approval, a letter of notification will be generated by the Town Manager's Office and sent to the awarded bid winner, with instructions to forward all necessary documentation to their

Office (e.g. certificates of insurance, bonds, etc.) All bid losers will also be notified by the Town Manager's Office.

- 7.3** When the Board of Selectmen have awarded a bid for a single, well defined project and all of the necessary documentation and vendor requested materials are received, the requesting agency shall prepare a purchase order and the Department Head or authorized agent shall approve it and forward it to the Finance Director for final approval. **Work shall not commence until a P.O. has been issued and approved by the Finance Director.** The Finance Office shall process the committing Purchase Order (stating the total contracted price,) to the awarded vendor. A copy of said P.O. shall be forwarded to the administering department. A photocopy of this Purchase Order shall be referenced each time the department draws down on appropriated funds for payment of related invoices. Project work shall not commence until the vendor is in receipt of a Purchase Order. (Note: This process shall also apply to those purchases made from bids prepared by other governmental units. For more information, concerning this issue, please see Section 8 below.)

When the Board of Selectmen has awarded a bid for goods and services for which the amount to be purchased is undetermined a committing purchase order is not necessary. Instead, an acknowledgment letter of award shall be sent to the vendor by the Town Manager's Office. All interested departments shall also be notified of the purchase prices guaranteed by the bid and when ordering items under this bid the department must submit purchase orders to the Finance Office, citing the appropriate bid award. An example of this type of bid contract would be for the purchase of Office supplies. If there will be several items ordered throughout the fiscal year the Department should issue a *blanket purchase order* that may be drawn down upon throughout the year. This will allow the Department to set aside funds for the purpose and create efficiency in purchasing.

7.4 Late Bid Responses: Bids received after the date and time specified in a bid specification will be rejected for consideration. The only exception to this rule would result from a mistake made within the Town's internal mail delivery service (i.e., if the bid was actually delivered to the wrong Town agency and not returned to the Town Manager's Office in time to be opened and read publicly.) Such an unusual circumstance would have to be fully and explicitly detailed, and certified by a disinterested party.

7.5 Identical bids are received occasionally, both in terms of the items requested and the prices quoted. As the process of using a lottery or splitting the business tends to perpetuate identical bidding, the following options are recommended to resolve the deadlock situation and make a recommendation for bid award:

- A. If the delivery cost is included in the bid price, make the award to the bidder closest to the delivery point.
- B. Make the award to the bidder who received the previous award as long as the bids continue to be identical.
- C. If identical bids are a result of fair trade laws, combine both price controlled and non-controlled items in the same request for bid.
- D. Make the award to the local bidder if only one of the two competing vendors is located in Hebron. (See additional requirements cited above.)
- E. Reject all bids, adjust the bid specification, and re-bid.

The above options will be reviewed with either the Finance Director or Town Manager who will make the final decision on the award recommendation.

7.6 Bid File Documentation Requirements.

The completed bid file for a specific bid shall be maintained in the

Finance Office and shall consist of:

1. The completed bid tabulation form.
2. One copy of the request for bid with specifications.
3. Newspaper clipping of the bid or affidavit of publication.
4. The bid list of all firms invited to and actually participating in the bid.
5. All bids submitted.
6. A copy of the contract and/or letter of notification of the bid award. All contracts must be reviewed by the Town Attorney unless waived by the Town Manager.
7. Copy of the purchase order.

8. Purchases Made From Bids Prepared by Other Governmental Units

- 8.1** Whenever it is to the advantage of the Town, in the judgment of the Town Manager and Finance Director, the Town may use bids called for by other governmental or other quasi-governmental. Such other governmental units include Town, State or Federal governments and cooperative purchasing arrangements such as but not limited to the CRCOG, Capitol Region Purchasing Council, CREC, LEARN and the Capitol Region Library Council. Departments may also use these types of bids in lieu of formal bids, verbal or written quotes.
- 8.2** When preparing an order based upon other governmental unit bids, the name of the governmental unit, and the bid name or number, shall be included on the order.
- 8.3** Purchases requested to be made through these contracts that are \$25,000 or more must be approved by the Town Manager and awarded by the Board of Selectmen. Also, if the purchase has substantial future costs associated with it for the future then the award for items shall be made by the Board of Selectmen. If the cost is below \$25,000 the award will only require the Finance Director's approval.

9. The RFP (Request for Proposal) and Quotes

9.1 Services and certain commodities may also be purchased through the use of a Request for Proposal (RFP). This procurement device facilitates a formal negotiation process (in terms of both price and the proposed method of project completion) following the opening of sealed proposals. In general, an RFP is utilized in order to secure professional specialty services or certain commodities (including, but not limited to, consultants, auditing firms, software, engineers and architectural firms.) The Town Manager and Finance Director must both agree to waive the need for an RFP if there is a purchase that can be made in the best interest of the Town.

9.2 **Quotes.** This procurement device facilitates a formal negotiation process (in terms of both price and the proposed method of project completion) without the use of sealed proposals.

a. It is to be used for the purchase of certain types of computer hardware (negotiated bulk personal computers, servers and printers as associated with a technology plan), certain types of vehicles that might be available at special pricing that is not offered by other dealerships (proof of sole pricing and availability must be provided), or if there is a need to have a more formal quote process than simply requesting a telephone quote.

9.3 The format of the RFP or Quote may vary depending on the technical nature of the project. However, the following sections are generally considered standard for inclusion (some of this information may not be necessary and can be clarified with the Finance Director):

A. General information about the project. This may include the renovation history of a building that is scheduled for facility improvements or the features of a Town technology plan which will be the subject of analysis.

- B. **Scope of services expected to be provided by the selected firm.** This section explains the nature of the project and those specific responsibilities that shall be borne by the successful firm (i.e., administrative oversight, making recommendations for process improvement, drafting plans, etc.)
- C. **Proposal format details.** Information about the firm and its proposed course of action is generally detailed here. This may include narrative regarding the uniqueness of a particular project approach, reasoning in support of a particular firm selection, references, examples of related project work and a proposed fee schedule.
- D. **Selection and award process.** Proposals are often reviewed by a committee charged with selecting the top three firms. If State or Federal Grant funding is involved with the purchase then the number of minimum firms as stated within the grant requirements is to be interviewed. Said firms are then granted an interview and an opportunity to make a presentation before the committee.
- E. **Fee proposals.** As per proposal specifications, fee quotations are either made on a lump sum basis or pursuant to an hourly rate schedule.

9.4 When appropriate, the Town shall utilize the Quality-Based Selection (QBS) process in order to procure consulting services from design professionals (i.e., engineering and architectural firms.) This method facilitates a cooperative relationship between the Town and the chosen firm, as price is negotiated after competent, qualified professionals are selected and a desired scope of services has been mutually agreed upon by both parties. See Appendix C for process details.

10. Equipment Repairs and Service Contracts:

10.1 Equipment repairs and service contracts can generally be divided into two classes:

- A. Those repairs of equipment requiring proprietary factory service (such as the repair of equipment that will void other warranties associated with it if factory approved service is not utilized.)
 - (1) When possible, Purchase Orders for securing service for such equipment should be produced at the start of each fiscal year. When these orders amount to more than \$25,000, Board of Selectmen's prior approval is required.
 - (2) When items are over \$25,000, the Department shall request the Town Manager's Office to place the request for approval on the Board of Selectmen agenda for their approval prior to processing the order.
 - (3) Once the items are approved, the Department shall prepare a Purchase Order for processing by the Finance Office unless waived by the Finance Director.
- B. Those repairs of equipment which can be serviced by **any** competent mechanic (such as vehicle engine or auto body repairs.)
 - (1) Whenever possible, such repairs should be contracted for on a yearly basis through the bid or quotation process as applicable (i.e., office machines).
 - (2) When a yearly contract is not feasible (for example, auto body repairs), time permitting, such needed request for repairs shall follow the policy for normal quoting and order processing. (See section 2 and or 9 of this manual.)
 - (3) Some of these services can be bid out based on hourly charges and kept as on call vendors. Also the use of other local, regional, State or Federal Agency programs that have existing bids or bid type products may be used.

11. Disposal and Trade-In of Surplus Property

- 11.1 Any **real personal property** of the Town which the Board of Selectmen shall be determined to offer for sale shall be so offered

by public, State or other type of auction or requests for bid. The full description of property shall be included in the notice for the sale. Such offer for sales shall list the minimum bid price.

- 11.2** The provisions of Section 11-1 concerning the sale of property “shall not apply to sales of personal property having a value of less than \$5,000 as determined by the Town Manager. Nor shall such provision apply to the sale of any items of personal property including equipment where the Town Manager recommends the disposal of such personal property by trade-in on other equipment, by public auction, and by negotiation for sale of the same.”
- 11.3** When a department wishes to dispose of an item that was intended to be traded in as part of a given bid, but was never picked up by a vendor, the department must send a written notification to the Town Manager and the respective vendor before disposing of the item.
- 11.4** When a department wishes to dispose of usable surplus equipment, it should put together a description of the item and its remaining useful life expectancy. This data should then be forwarded to the Finance Director or Town Manager and then once approved for disposal should be forwarded to Department/Division Heads in Town Offices (including the Board of Education) for possible use by other Departments. In the event that no interest is expressed internally, the following steps shall be taken at the discretion of the Town Manager:

If it is determined by the Town Manager that the item is unlikely to be sold through a bid process or it is in the best interest of the Town then the item may be directly junked, donated, sent directly to the State auction or sold to an appropriate junk dealer or recycling agency.

OR

- A. The Town Assessor shall determine the equipment’s fair market value from an appropriate assessment valuation resource.

- B. A "For Sale" notice shall be posted both at Town Hall and at the Board of Education describing the equipment and its value so that residents and Non-Profit Groups can make an offer.
- C. If no interest surfaces, the equipment is to be offered to surrounding towns for purchase.
- D. If there is still no interest, the Town shall advertise the equipment's availability in local papers and on the Town's local television channel.
- E. As a final course of action, the equipment shall be turned over to an auctioneer for sale.

12. Receiving

12.1 Since the Town of Hebron has no central warehouse or receiving facility, each ordering agency must act as a receiving department from time to time. Therefore, it is necessary that each department be aware of the following conditions and instructions:

- A. All goods and services ordered must be inspected before signing off on a packing slip. Items received should be counted and any discrepancies must be reported immediately to the deliverer. Moreover, as the Town usually only has seven (7) days from the date of delivery to report any hidden damage found, all goods should be inspected as soon as possible. In cases of damage found after delivery, the corresponding Purchase Order should be referenced in order to determine the appropriate party to which the damage should be reported. For example, if the Purchase Order reads, F.O.B. Destination, the company supplying the goods should be contacted by phone, as well as in writing.

If the Purchase Order does not read F.O.B. Destination, then the delivery company should be contacted directly because the buyer is responsible for the goods. (Note: The firm is not legally required to make good on the merchandise as delivered.) In either case, any action taken with the firm or firms should be confirmed in writing referencing the Purchase Order number, the invoice number, packing slip, etc. A letter referencing the communication should be forwarded to the Finance Office.

F.O.B. Destination designates that the seller pays all shipping costs and remains responsible for the goods until the buyer (the Town) takes possession.

- B. Initial contact with the vendor or shipper is the receiving organization's responsibility. It is when satisfaction is not forthcoming then the Town Manager's or Finance Office will attempt to resolve it. If, upon receiving goods, said goods are not found to be in agreement with the Purchase Order, this fact should be communicated directly to the vendor and confirmed in writing. A copy of the communication should be sent to the Finance Office. In either case, payment should not be authorized until the matter is settled to the satisfaction of the Town. Depending on the circumstances a partial payment may be acceptable as determined by the Finance Director or Town Manager.
- C. It is the responsibility of the user agency to notify the Town Building Maintainer or an appropriate delegate made by the Town Manager of any needs relating to an expected delivery which may require their services and any details that the Department may need to ensure that the goods are delivered satisfactorily.
- D. *Under no circumstances shall any goods be shipped C.O.D. Any packages attempted to be delivered by such payment*

upon delivery will be shipped back to the Post Office or not accepted.

13. Enforcement

13.1 The enforcement process regarding an order for the Town should involve the following sequential steps:

- A. Placement of the order (with date of delivery stated).
- B. User division/department requests delivery.
- C. If user division/department is unsuccessful in resolving any delivery issue, the matter shall be referred to the Town Manager's Office. The Town Manager's Office will alert the vendor of the contractual provisions governing the delivery of the goods in question. This warning shall be confirmed in writing.
- D. If compliance is still not forthcoming, the Town Manager's Office will send a formal letter of warning to the vendor stating that, if delivery is not made within a certain specified time frame, the Town shall: (1) remove the firm from the bid list; (2) refer the matter to the Town Attorney; and (3) notify the bonding company (if applicable.)
- E. In the event that the vendor does not comply with the contract by the deadline set in the paragraph above, all supporting documentation shall be sent to both the Finance Director and the Town Manager for referral to the Town Attorney.

14. Cancellation of Purchase Orders

14.1 Purchase Orders for delinquent vendors can be canceled as long as the vendor is notified. To effectuate such a cancellation, the user

agency must notify in writing to the Finance Office that delineates the reason(s) for cancellation. Accordingly, the original Purchase Order number should be referenced. **An alternative** would be to write this information on the receiving copy of the Purchase Order to cancel it.

15. Order Expediting

15.1 Due to the large volume of Purchase Order requests that are channeled through Finance, it is impossible for the Department to expedite each and every item ordered. To this end, responsibility for making initial arrangements with a given vendor to expedite the provision of goods and services shall be borne by the using department. When initial contact has been made and satisfaction is not forthcoming in a reasonable length of time, the matter shall be referred to the Town Manager's Office for action. This may be done either verbally or in writing, but such notice must include the Purchase Order number in question and other pertinent data.

15.2 If it is necessary to receive an item by a particular date, this should be stated clearly on the purchase order; thereby allowing the Finance Office sufficient time to attempt to accommodate the request and send the purchase order to the vendor.

15.3 In general, the amount of time to process a purchase that goes out to bid is 2 months. This includes the preparation time, advertising, bid opening, selection and approval process. The quotation process should only take approximately 2-3 days if verbal and possibly up to a week if written.

16. Insurance Requirements – The Town Manager or Finance Director have the authority to waive insurance requirements depending on the need for the insurance for the various types of bids.

16.1 An insurance certificate will be required from firms employed by the Town to perform work in the name of the Town (i.e., snow plowing,

construction and equipment rental) and to perform service work such as building cleaning. Such certificates shall hold the Town harmless and indemnify the Town for Worker's Compensation, Property Damage, General Liability and Auto Liability (where appropriate.) All insurance certificates should name the Town as an additional insured party. The Insurance Agent has established requirements/coverage limits for vendors that are contracted to do work for the Town of Hebron. See Appendix B for details by type of vendor. Insurance certificates in accordance with the requirements contained herein must be submitted to the Town prior to the issuance of a Purchase Order.

16.2 An acceptable insurance certificate must include the following:

- A. Language indicating that the "Town of Hebron is an additional insured party as respects general liability for claims or suits arising out of the operations of the named insured;"
- B. A thirty (30) day cancellation notification clause should any policies described therein be canceled prior to the expected expiration date;
- C. Effective dates and expiration dates of coverage;
- D. Policy numbers;
- E. Name of all insurance companies affording coverage;
- F. Name and address of contractor's or lessee's insurance agent (if any),
- G. Certificate holder's name;
- H. Authorized representative's signature; and

- I. Requisite levels of coverage as prescribed by the Insurance Committee.

16.3 The Insurance Agent requires that a “Hold Harmless and Indemnity Agreement” be used in all agreements regarding vendors, contractors, lessees or any other persons or entities doing business with the Town of Hebron. See Section 18.

16.4 Higher amounts and rates of coverage may be required where the nature of the work increases risk of injury or damage. (See provision for \$4,000,000 umbrella coverage in Appendix B.)

16.5 All bid specifications and requests for proposals shall include a detailed explanation of the insurance requirements of the Town.

17. Bonding

In an effort to protect the Town from bids purposefully submitted in “bad faith” or from the unexpected failure of bidders or contractors to provide goods and services, the Town may invoke several bonding options.

17.1 Labor and Materials Bonds

- A. All construction contracts in excess of \$25,000.00 require a Labor and Materials Bond. Such bonds may also be required for smaller jobs at the discretion of the Finance Director. The main reason for such bonds is to protect the Town from mechanic’s liens.

17.2 Bid Bonds

- A. Commonly known as bid security, a bid bond is normally required in order to protect against bid withdrawals after a scheduled opening. Such bids are typically valued at five or ten percent of the amount bid. Following a contract award, all bid bonds received shall be returned.

- B. When formal bid security is not required, the following provision may be employed to minimize risk to the Town. “Should the low bidder have previously failed to complete its performance satisfactorily on a contract with the Town, before award, such bidder shall have five (5) days to post a cash bond in an amount deemed by the Town to adequately cover the difference between the low bid and the next lowest responsible bidder. Such cash bond shall be forfeited in its entirety in the event of any problems with contract performance.”
- C. In general, the need for bid security is determined by the Finance Director or Town Manager on a case by case basis. When bid security is required, it shall be understood that the requirement applies to all bidders. Therefore, if bid security is required and it is not provided, the bid in question will be rejected.

17.3 Performance Bonds

- A. To insure the fulfillment of all contractual obligations (vis-a-vis additional assistance in the event of a defaulting contractor), a performance bond may be required and shall be furnished by a licensed surety company. Generally, such bonds are not required on bids for commodities which are readily available in the open market. They are reserved for large projects such as communications systems or building construction where reliance is necessary to secure the needed project. Accordingly, the need for a performance bond is determined by the Finance Director or Town Manager on a case by case basis.
- B. When performance bonds are requested, a bid bond may also be requested. The bid bonds of all bidders will be retained until the lowest responsible bidder supplies the performance bond. Generally, performance bonds are

issued for 100% of the contracted amount.

18. Hold Harmless and Indemnity Agreement

18.1 The Insurance Agent requires that a Hold Harmless and Indemnity Agreement shall be used as part of all agreements involving vendors, contractors, lessees and any other persons or entities doing business with the Town of Hebron.

19. Code of Ethics Policy

19.1 All bid specifications and requests for proposals shall include a copy of the Town Code of Ethics Policy and a non-collusive affidavit. All proposers shall abide by the requirements of the Code of Ethics Policy.

B. TRAVEL REIMBURSEMENT POLICY

This policy shall govern all travel expenses incurred by employees who attend an approved conference/training program involving (overnight) travel. **Note that all requests for Town reimbursement will be considered within the confines of established budgetary limitations.**

Approval Process:

All employees interested in attending an out-of-town overnight conference/educational seminar must submit a Travel Expense Authorization Form to the Town Manager at least two weeks prior to the conference's commencement date. (See Appendix H). No commitments for registration, travel, etc., shall be made until the travel authorization form has been approved by the Town Manager. Supporting documentation, demonstrating the job-related nature of the program (i.e., meeting announcement or brochure,) must accompany the application packet. The Authorization Form shall be used to estimate total trip expenditures and secure prior funding advances. All requests shall be signed by the Department Head before being sent to the Town Manager for approval. Once approval has been granted, the Department shall submit all appropriate purchase forms to the Finance Office for processing. A photocopy of the approved travel authorization form must be attached to the request for prepayments, registrations or reimbursements. The final reimbursement should

include the accounting for all travel expenses and the amount to be reimbursed to the employee or due to the Town.

Payment **Procedure:**

Reimbursable travel costs may include lodging, transportation, meals, registration fees and related incidentals. Meals shall be reimbursed at the daily rate as established by the Finance Director at the beginning of each fiscal year. However, at the discretion of the Town Manager, meal-related costs may be approved in excess of the daily threshold if the conference/training session is located in a “high cost” area. Under no circumstances may Town funds be expended towards the purchase of alcoholic beverages. Other reasonable expenses shall be reimbursed in full if supported by receipts. Employees are required to estimate their total expenses on the Authorization Form in order to facilitate direct payments as well as cash advances.

- **Direct Payments:** Whenever possible, the Town shall pay any fixed expenses on behalf of the employee, including, but not limited to, registration fees, transportation charges and hotel deposits. Application for such payment shall be effectuated through the submission of either a payment voucher form or a Purchase Order. See also section 1.4 of this policy regarding no requirement for a purchase order.

- **Cash Advances:** An employee may request a cash advance to cover any travel-related costs that are expected to exceed \$20. To ensure receipt of monies prior to departure, cash advance requests must be submitted to the Finance Clerk no later than 12:00 p.m. on the Monday of the week that the checks will be issued according to the published Finance Office accounts payable schedule of dates. ***Please plan accordingly with sufficient processing time allotted.*** (Note: Should the amount of advanced funds exceed actual expenditures, employees must return the unused portion within five (5) business days of their return. In the event that advanced funds prove to be insufficient, the difference will be reimbursed according to those figures cited in the Authorization Form’s Actual Expense Section. Said information must also be submitted to the Finance Office within five (5) business days.

Mileage Reimbursement:

Employees shall be reimbursed for mileage expenses at a rate consistent with that established by their respective bargaining unit. (If no such provision exists, the personnel rules or other appropriate authority such as, a bargaining unit agreement shall be referenced for payment information.) If no other document provides guidance for the mileage rate then the rate should be based on the current IRS allowable reimbursement rate for mileage.

C. FORMS DETAIL

1. Purchase Order Forms

A purchase order should be considered the Town's primary procurement form. To this end, what follows is a detailed outline of its many faces (e.g., standard, blanket and change order notifications) and how purchase orders should be used by Town Departments.

- 1.1** Once the requisite quotations or bid has been completed, a purchase order should be sent to the Finance Office for processing. Depending on the type of purchase there may be various levels of approvals of the purchase order. i.e., Selectmen award of bids, Town Manager contract signatures, etc. The final level of approval will be granted by the Finance Director. For a purchase order to be considered complete, funds must be available within the budget account code being charged, there should be descriptive information for each line, a vendor number should be entered, created or left blank for the Finance Office to assign one. If a new vendor is required by a department then a "New" notation shall be made in the vendor box of the purchase order. The purchase order should be noted as to the bid number and Board of Selectmen's award date (if any) or copies of the three quotes or quote information (if applicable).
- 1.2** After all approvals have been completed; the Finance Office will process the purchase orders. Four copies of the purchase order will be generated. The four copies of the form include: The Vendor copy, the Finance Office copy, Department copy and the Payment copy. The four copies will include an assigned purchase order number, budgetary authorization, mailing information and delivery requirements. The vendor copy is forwarded to the vendor, as it authorizes the delivery of requested goods and services. The Department/payment copies are returned to the originating department. The Finance copy will be retained in the Finance Dept. These copies are used to receive, pay and monitor invoices as well as support auditing efforts.

1.3 Change Orders to Purchase Orders: If, after a purchase order has been issued to a vendor, it becomes necessary to change or modify various aspects of the order or add additional information or quantities, a notification of change order should be forwarded to the Finance Office. This may be achieved by writing a request to increase or decrease the purchase order on a photocopy of the receiving copy of the purchase order or by a memorandum. The Department Head or authorized signer should sign off on the change and it should be submitted to the Finance Office. Distribution of the form after its completion should be carried out exactly as the original Purchase Order form was handled. If the amount of the change order is over \$25,000 prior Board of Selectmen approval must be obtained, except in the case of an emergency. All change orders relating to grants or school construction grants must also follow the procedures for changes according to the regulations set forth in the grant documents.

1.4 A Blanket Purchase Order is used to establish a contract with a specific supplier for goods or services bought on a recurring basis where the processing of numerous individual purchase orders would not be cost effective. In general, such orders are usually restricted to commodities or services that have awarded through the bid process (i.e., Library books, office supplies, hardware store purchases, snow plowing - rental equipment, and automotive parts.) Blanket orders must specifically state any pricing arrangements (discounts, hourly rates) and, when applicable, user departments may also designate “not to exceed terms.”

2. Fixed Asset & Insurance Forms

2.1 The Capital Improvement Fund is commonly used to replace major pieces of equipment valued at more than \$5,000. There will also be occasions where equipment of this value might be purchased out of other funds as well i.e., grants, general fund, etc. Accordingly, the purpose of a Fixed Asset form is to maintain an accurate inventory of such equipment.

- 2.2** Any time an item is purchased or acquired; a Fixed Asset form must be completed by the department head or designee and returned to the Finance Office. This includes the acquisition of used or donated merchandise. For example, if the Public Works Department purchases a new truck and gives the old truck to the Parks and Recreation Department, a form must be completed Public Works to reflect the purchase of the new truck and another fixed asset form must also be completed to reflect an inventory change from one department to another. This information is used to maintain an accurate accounting of fixed assets.
- 2.3** Any new capital equipment item purchased for rolling stock or major equipment should have a completed insurance form submitted along with the Fixed Asset form, the title, etc., to the Finance Office.

D. Credit Card Purchase Procedures

1. Employee must request permission to use the Town VISA Credit Card from the Department Head. If the Department Head is the person making the purchase then no additional permission is required. Other credit card types must be obtained from the Finance Office where they are held in the safe. A record of the purchase or use of the card should be logged in order to track the purchases.
2. If an employee should use the card then the Department Head will provide an authorization letter that the employee may bring to the vendor, with the credit card, that will include the vendor name, the type of goods to be purchased and authorization for the employee to sign the receipt. The vendor will be instructed to keep this authorization letter for their records. This is to avoid any authorization issues that the vendor may have.
3. The Town of Hebron is not subject to sales tax and every action must be taken with the vendor to try to have the transaction processed as a tax exempt purchase. The authorization letter will also serve as a Tax Exemption Certificate. If the vendor does not require an authorization letter or tax exempt certificate please let the Department Head know at the time that you request the card and the form will not be completed.
4. Internet or phone purchases must be done over a secure Internet site, fax or phone line. Cell phones should not be used to place orders and the Internet site should include the appropriate security. There will be no authorization

letter issued for these types of purchases unless the vendor specifically requires one.

5. Once the sale is complete, the employee shall return the card as soon as possible to the Department Head with the receipt including the Department name and the complete expense account number to charge the payment to. The Department Head will note the date that the card was returned and verify that all documentation has been received for the purchase. The receipt will should be attached to the completed Town Credit Card Payment voucher form. The form should be sent with the receipts to the Finance Office in a timely manner for payment processing. You may accumulate a few receipts on one voucher prior to submitting it.
6. In no way shall the payment to the bank/vendor be delayed. It is the Town's position not to pay late fees or interest for credit card purchases. ***If for any reason that the appropriate paperwork is not immediately submitted for payment, any late fees or interest that might be charged on the purchase will be the payment responsibility of the Department making the purchase.***
7. The Finance Office Account Clerk will verify the signed receipts against the bank credit card statement. After the verification is complete the statement billing will be paid immediately in order to avoid payment of interest or penalty fees.
8. The Finance Director will also perform occasional audits for card activity to ensure that all procedures have been followed and that only authorized purchases were charged to the account.

The Town has the following cards available for all to use:

Staples

Sears

Home Depot

Wal-Mart

Some department heads have a VISA card. If your department has a need to use one of these type of cards please contact the Finance Director.

Dept. Head Name:
Dept. Head Title:

Town of Hebron
Dept Name:

RE: Employee Authorization to Use Town of Hebron Credit Card/Tax Exemption Certificate

To Whom It May Concern:

_____ is an employee of the Town of Hebron

This employee is authorized to use the Town of Hebron credit card issued to _____ for **only** the following purchase:

Vendor Name & Address: _____

Description of Items to be purchased: _____

Please retain this certificate of authorization for your records. **Do not return it to the employee.** This authorization is to certify only the purchase listed above. The Town of Hebron will not honor any other purchase charged to this credit card permitted by your company for payment unless the appropriate authorization letter accompanies it if the purchase is being made by anyone other than the card holder name. This letter also serves as a tax exemption certificate under the laws of the State of Connecticut.

Tax Exempt Certification (CERT-134): Certificate is for this purchase only. Purchaser Address: 15 Gilead St. Hebron, CT 06248; Employer ID #06-6002015.

- Tangible Personal Property
- Taxable Services

Declaration by Purchaser:

The item(s) described above are tangible personal property or services being purchased under the exemption provided in Conn. Gen. Stat. §12-412(1)(A), §12-412(2), or other applicable statute. The purchase of these items is exempt from sales and use taxes.

I declare under the penalty of false statement that I have examined the information in this certificate and to the best of my knowledge and belief it is true, complete and correct.

The signature below also authorizes the use of the Town credit card as outlined above.

Department Head Name and Title

Date

Appendix A

PURCHASE ORDER SIGNING AUTHORITY

As of 08/31/11

The Town Manager and Finance Director have signing authority on all Purchase Orders and/or Payment Vouchers in the absence of the Department Head or Authorized Person. Amounts over \$3,000 require an additional authorization by the Finance Director or Town Manager.

DEPARTMENT	AUTHORIZED PERSON(S)
Selectmen; Central Services; Legal; Finance Department; AHM Disbursements; Health District; Memorial Day; Tri- Centennial Commission; Historic Properties Comm.	Donna Lanza; Bonnie Therrien; Lisa Hancock; Elaine Griffin; Karen Bowen for Office supplies up to \$500
Building Maintenance	Willie Bell, Donna Lanza
Tax Collection	Adrian MacLean, Deb Reed
Assessor; Board of Assessment Appeals	Robert Musson, Deb Gernhardt
Town Clerk	Carla Pomprowicz, Ann Hughes
Registrar of Voters	John Richmond, Beth Fitzgerald
Police Administration	James Nolting, Dan Greenwood
Fire Administration	Fred Speno, Fire Chief; Donna Hartan, Nick Wallick, Deputy Chief
Fire Marshal; Emergency Management; Burning Official	Randy Blais; Tony Pitrone, Burning Official; Donna Hartan

PURCHASE ORDER SIGNING AUTHORITY

As of 08/31/11

EMS Services	Richard Shok- EMS Captain, Fred Speno, Donna Hartan
Canine Control	Willie Bell, Donna Lanza
Library	Mary Ellen Beck; Elaine Boudreau; Cheri LoBombard
Senior Services; Van	Sharon Garrard; Patricia Placido
Parks & Recreation	Rich Calarco; Kelly Bindert
Building Official; Planning and Zoning; Economic Development	Michael O'Leary; Joe Summers; Louise Caisse
Wetlands	Michael O'Leary; John Sodeberg
Public Works/Transfer Station	Andy Tierney; Denise Schaller
WPCA	Denise Cooper

Appendix B

Bid Sample & Common Bid Attachments

Please note that not all of the information included within this sample will always be used. It will all depend on the type of bid and the specific requirements related to it.

TOWN of HEBRON
Legal Notice Bid #
NAME OF BID GOES HERE

The Town of Hebron is seeking sealed bids for_____. Bidding documents are available at the Town Manager’s Office, Town Office Building, 15 Gilead Street, Hebron, Connecticut, 06248.

All bids must be sealed and must be received at the Town Manager’s Office prior to the due date. All bids are due no later than **ENTER DATE AND TIME OF BID OPENING** a.m. Bids must be in a sealed envelope and clearly marked “Bid# NUMBER AND NAME OF BID” on the outside of the envelope. The bids will be opened publicly and read aloud at the Town Office Building.

The Specifications include (**Put brief specifications here**)

Any questions can be directed to **Contact Name** at 860 228-5971 x . The Town of Hebron will award the bid to the lowest responsible bidder and reserves the right to waive any technical defects in the bids and to reject any bids which do not conform to the terms and conditions in the bid specifications.

The Town of Hebron also reserves the right to reject any or all bids and waive the informalities or irregularities in the bid procedure or bids when it is deemed by the Board of Selectmen that it is in the best interest of the Town to reject.

**BID SAMPLE including
Common Bid Attachments**

B – 1

INSTRUCTIONS TO BIDDERS
TOWN OF HEBRON, CONNECTICUT 06248

PUT NAME OF BID HERE AND BID # OBTAINED FROM FINANCE

The following instructions and specifications shall be observed by all Bidders:

I. GENERAL CONDITIONS

INTENT (This is the area where you would identify what the bid is for and the period of time, if any, that the contract would be in place (for services)).

The purpose of these specifications is to obtain _____ for the period XXXX XX, 201X to XXXX XX, 201X. The contract is for a XX year period with the option to renew for XX additional years upon the mutual agreement of all parties.

1. **Bid Opening**

Sealed bids will be accepted by the Town Manager's Office, Town of Hebron, 15 Gilead Street, Hebron, Connecticut 06248 *no later than* 2:00 p.m., XXXX XX, 201X at which time they shall be publicly opened and read. **Bids received by the Town after the date and time specified will not be accepted.**

2. **Withdrawal of Bid**

Bids may be withdrawn 60 days after bid opening if no award has been made.

3. **Award of Bid**

Award of bid shall be made to the lowest responsible bidder. The lowest responsible bidder is that person or firm whose bid to perform is lowest, who is qualified and competent to do the work, whose past performance of work is satisfactory to the Town and whose bid documents comply with the procedural requirements stated herein.

The Town of Hebron reserves the right to reject any and all bids, or part of such bid, or waive any defect, irregularity or informality of any bid when it is determined to be in the best interest of the Town.

Failure to completely fill out the bid form (Page C-1 & C-2) could result in rejection of bid submission. If an option is not available, it should clearly be stated on the bid form.

4. **Bid Return Envelope**

Bids are to be submitted either in the bid return envelope provided with this bid or in an envelope clearly marked with the bid title, bid number and opening date so as to prevent opening a sealed bid prior to the date specified. Any bids not so marked and opened by the Town prior to the date specified shall be rejected.

5. **No Bid**

Failure to return a bid could result in the removal of your firm’s name from the Bid List. No Bids and responsive bids could result in your firm’s retention on the Bid List. It is very helpful for the Town to obtain a better understanding as to why a vendor decides not to bid. We would appreciate the completion of the “No Bid” form and send it back to us so we can put improvements or changes in place that might be warranted.

6. **Bid Security (This is where you would list whether a bid bond is necessary)**

Bid bonds are used in instances where we might want to make sure that the bidder is going to abide by the bid that was submitted. Bid Bonds are normally required for proposals valued over \$50,000 and the amount of the bid bond would be 10% of the proposal. Not all bids require bid bonds. Contact the Finance Director if you have any questions as to whether your bid would require one.

___ Bid Bond required. Bids from vendors that have previously failed to satisfactorily complete performance on a contract with the Town, will not be considered.

7. **Acceptance of Subcontractor (Use if there is a chance of a sub-contractor being utilized)**

Submission of name of Subcontractor in Bid shall be deemed to constitute an acceptance by Contractor, if awarded the Contract, of Bid of such Subcontractor. Any alteration therein, after award of contract, shall be subject to approval of the Town of Hebron.

8. **Changes and/or Additions**

All changes or additions to these specifications shall only be done by written communication bearing

the signature of the Director of _____.

B-3

9. **Questions Relating to Specifications (You may request questions in writing, email or telephone. You will need to provide the contact information accordingly.)**

Any request from prospective bidders for interpretation of meaning of specifications or other contract documents shall be made in writing to the Director of _____, 15 Gilead St, Hebron, Connecticut 06248, and to be given consideration must be received at least seven (7) days prior to date fixed for opening of bids. If necessary, interpretations will be made in the form of a written Addendum to Bid Documents, which Addenda shall become a part of Contract. Not later than four (4) days prior to date fixed for opening of Bids, Addenda will be provided to all persons who obtained Bid Documents. Failure of any Bidder to receive any such Addenda shall not relieve bidder from any obligation under this bid as submitted.

10. **Equal Opportunity – Affirmative Action**

The successful bidder shall comply in all aspects with the Equal Employment Opportunity Act. All bidders must certify that they agree and warrant that it will not discriminate against any person or group of persons on the grounds of sex, race, color, religion, age, marital status, ancestry, national origin, past history of mental disorder, mental retardation, or physical disability or other basis in any manner prohibited by the laws or ordinances of the United States, the State of Connecticut, or the Town of Hebron. Findings of non-compliance with applicable State and Federal regulations could be sufficient reason for revocation or cancellation of this contract.

11. **Price and Discounts**

Prices bid shall not include any taxes, Local, State or Federal, as the Town is not liable. In addition to the prices bid each bidder may quote binding discounts which will be considered in making the award. All labor and materials shall be included in the prices quoted on the bid form. Tax exempt certificates are available upon request from the Town of Hebron Finance Office.

12. **Insurance Requirements (Some bids do not require insurance certificates. Mainly bids that require services rendered, construction, design or any situation where the Town of Hebron can be at risk is when it would be utilized.)**

The Town reserves the right to waive any portion or adjust downward the amount of insurance required depending on the exposures to the Town. The Contractor shall furnish a certificate of insurance to the Town Manager or his designee for the following insurance coverage within ten (10) days from contract execution. All insurance coverage shall be

written with an insurance company licensed to conduct business in the State of Connecticut. Insurance coverage shall remain in full force for the duration of the contract term including any and all extensions. Such certificate of insurance shall specify that the Town of Hebron will receive thirty (30) days written notice of any cancellation, non-renewal or reduction in coverage and limits originally provided.

Any aggregate limit shall apply per project. Contractor's insurance shall be primary over any other valid and collectible insurance. Any deductibles are the sole responsibility of the Contractor. Such policy shall name the Town of Hebron as "additional insured".

- A. Commercial General Liability including Premises-Operations, Independent Contractors, Blanket Contractual, Products and Completed Operations, Broad Form Property Damage:

\$1,000,000 Bodily Injury per Occurrence
 \$1,000,000 Property Damage per Occurrence
 \$1,000,000 Combined Single Limit

Property damage Liability for the following hazards if applicable:
 X (Explosion), C (Collapse), U (Underground damage).

- B. Comprehensive Automobile Liability covering owned, non-owned, hired or leased vehicles.

\$1,000,000 Bodily Injury per Occurrence
 \$1,000,000 Property Damage per Occurrence
 \$1,000,000 Combined Single Limit

- C. Owners Protective Liability:

On purchase orders where the cost of the work, or contract price, exceeds \$100,000 or is hazardous in nature, there shall also be a \$4,000,000 umbrella or excess liability layer over the underlying described above. In such case there shall also be required an Owners and Contractors Protective Liability policy issued naming the Town as named insured, with a \$1,000,000 per occurrence limit.

The wording for both named insured and additional insured shall read as follows: The Town of Hebron, The Hebron Board of Education (where appropriate), and its respective Officers, agents and servants.

- D. Worker's Compensation:

In accordance with Connecticut State Statutes.
 Employers Liability Limit - \$1,000,000.

- E. Professional liability, \$5,000,000 limit (Architects, Engineers, Attorneys including Town Counsel, Accountants, Actuaries, Agents of Record). Additional coverage and limits may be required based upon the particular services contracted.

F. HOLD HARMLESS

The Contractor agrees to indemnify, defend and hold harmless the Town of Hebron and its respective Officers, employees, agents and/or servants against all demands, claims, actions or causes of actions, losses, damages, liabilities, costs and expenses, including without limitation, interest, penalties, court costs and reasonable attorney's fees, asserted against, resultant to, imposed upon or incurred by the Town of Hebron resulting from or arising out of:

Any breach by the Contractor of the terms of the specifications, or

Any injuries (including death) sustained by or alleged to have been sustained by the Officers, employees, agents and/or servants of the Town of Hebron or the Contractor or subcontractors or material men, or

Any injuries (including death) sustained by or alleged to have been sustained by any member of the public or otherwise any or all persons, or

Any damage to property, real or personal, (including property of the Town of Hebron or its respective Officers, agents and servants) caused in whole or in part by the acts or omissions of the Contractor any subcontractor or any material men or anyone directly or indirectly employed by them while engaged in the performance of any work for the Town of Hebron.

13. Non-collusive Affidavit and Town of Hebron Code of Ethics Policy

Any act or acts of misrepresentation or collusion shall be the basis for disqualification of any bid or proposal submitted by such person or company guilty of said misrepresentation or collusion. If the bidder has made any misrepresentations or has been involved in collusion and such conduct is discovered after the execution of an Agreement with the Town, the Town may cancel the Agreement without incurring liability, penalty, or damages. The attached Non-collusive Affidavit of Proposer form and acknowledgement of the Town Code of Ethics Policy must be submitted with the formal bid proposal.

14. Local Bidder Preference

Bidders are advised that the Town of Hebron has a Local Bidder Preference Ordinance. See Appendix II for Town Ordinance and Appendix III for Local Bidder Affidavit Form.

15. Severability

If any terms or provisions of this bid shall be found to be illegal or unenforceable, then such term or provision shall be deemed stricken and the remaining portions of this bid shall remain in full force and effect.

II. TECHNICAL SPECIFICATIONS/ADDITIONAL REQUIREMENTS (This section is where you would include complete descriptions of the work to be done and responsibilities of the Town and the Vendor, time period for completion,

1. **Responsibility**

List information regarding responsibilities of the Town or the vendor. Request any warranty specifications. Identify which party would assume liability, etc.

2. **Completion Date (In this section you would need to include a request for a completion date or designate a desired completion date. If you should decide to instill a penalty it would be subject to the type of bid that it is for, i.e., construction project that must be completed within a designated time frame. The successful bidder must finish by DATE. Failure to comply with this deadline will result in a fine of \$__ per day for every day the vendor fails to comply with the deadline.**

B-5

3. **Availability**

The successful bidder must be available to respond to Town requests for these services or delivery date- enter period of time and within enter any timeframe for hours that the request being made.

4. **Inspection (Used in the event that something will require inspection)**

After the bids have been received but prior to any award, each piece of equipment bid shall be inspected by the Director of _____ or representative. Bidders will be contacted by the Town for this inspection. Failure to pass inspection will delay the award process until the situation is corrected under these bid specifications.

5. **Rejection of Bids**

Any bid received that does not contain the information requested in Section C shall be rejected. The Town reserves the right to waive certain missing information if it does not have a bearing on the overall decision to award the bid.

6. **Operators (Used in the case of where motor vehicles will be used in the delivery of services. Also insurance requirements must also be met. All operators must be properly licensed and certified to operate the equipment to meet the terms of the contract listed. Any operator not so, will be promptly removed from the job, and the bidder's award of this contract terminated.**

7. **Specifications (Include any other technical descriptions or requirements as necessary.)**

BID PROPOSAL FORM
TOWN OF HEBRON, CONNECTICUT 06248

Name of the Bid Here

Opening Date: ____p.m., XXXX XX, 20XX

Town Manager's Office
Town of Hebron
15 Gilead St
Hebron, CT 06248

In accordance with Town Specifications, the undersigned agrees to the following:

(Include the specifications again here and create lines for the cost proposal to be listed.)

References (if necessary)

We have done work or provided services for the following municipalities and dates:

- 1 _____
- 2 _____
- 3 _____

The undersigned is familiar with the conditions surrounding this call for bids, is aware that the Town reserves the right to reject any and all bids, and is submitting this bid without collusion with any other person, individual or corporation.

Signature

Witness

Printed Name & Title of Signer

Date

Company Name

Phone

Address

Fax

Town/City State Zip

TOWN OF HEBRON
Department of Finance
NON COLLUSIVE AFFIDAVIT OF PROPOSER

The undersigned proposer, having fully informed themselves regarding the accuracy of the statements made herein certifies that;

- (1) the proposer developed the bid independently and submitted it without collusion with, and without any agreement, understanding, or planned common course of action with any other entity designed to limit independent bidding or competition;
- (2) the proposer, its employees and agents have not communicated the contents of the bid to any person not an employee or agent of the proposer and will not communicate the proposal to any such person prior to the official opening of the proposal, and
- (3) acknowledges that the Town of Hebron's Code of Ethics Policy has been received and understood.

The undersigned proposer further certifies that this statement is executed for the purpose of inducing the Town of Hebron to consider the proposal and make an award in accordance therewith.

Legal Name of Proposer/Firm

Business Address

Signature and Title

Date

Printed Name of Title Person

Subscribed and Sworn to me this ____ day of _____, 20__.

Notary Public

My Commission Expires

Hebron Code of Ethics

Effective August 1, 2010

I. Persons Governed by this Code: This code shall apply to all Town officials, Officers and employees, whether elected and/or appointed, including members of boards, commissions, and committees, full time or part time, paid or unpaid and shall hereinafter be referred to collectively as “persons governed by this code.”

II. Purpose:

Public Office is a public trust. The trust of the public is essential for government to function effectively. Policy developed by government officials and employees affects every citizen of the town, and it must be based upon honest and fair deliberations and decisions. This process must be free from threats, favoritism, undue influence and all forms of impropriety so that the confidence of the public is not eroded. By enacting this Code, the Town of Hebron seeks to avoid any loss of trust and to maintain and increase the confidence of our citizens in the integrity, fairness and transparency of their government.

Persons governed by this Code should strive to conduct themselves in a professional, courteous, honest manner and otherwise according to the highest moral and personal standards of integrity, such that their behavior reflects favorably upon themselves and the Town of Hebron.

III. Definitions:

As used in this document, the following listed words and phrases shall have these specific meanings:

Code: This “Code of Ethics” as adopted by the Town of Hebron on August 1, 2010, and as amended from time to time.

Conflict of Interest: A conflict between one’s obligation to the public good and one’s self-interest.

Financial Interest: Any monetary benefit accruing to persons governed by this code that is not equally available to the general public.

Gift: Anything having value whether in the form of service, loan, tangible property, promise or any other form. However a gift shall not include political contributions made in accordance with campaign financing regulations; nor tokens of appreciation, recognition or other incidental gratuities not exceeding \$100 per year.

Immediate Family: Includes spouse/domestic partner, siblings of either, child(ren), parents, and any individual residing in the same household.

Independent Contractor: Any general contractor, subcontractor, consultant, person, firm, corporation, vendor or organization currently providing or formerly providing, goods or services to the Town of Hebron in exchange for compensation.

Gender: Masculine shall include the feminine and the feminine shall include the masculine.

Personal Interest: Any non-monetary benefit, special consideration, treatment or advantage accruing to persons governed by this Code which is not equally available to the general public.

Singular and Plural: Singular shall include the plural and the plural shall include the singular unless the context otherwise requires.

IV. Conflicts of Interest:

No person governed by this code shall use his position or Office for the financial or personal interest of himself, a business with which he is associated, an individual with which he is associated or a member of his immediate family.

No person governed by this code shall engage in or participate in any business or transaction, including outside employment with a private business, or have an interest, direct or indirect, that is incompatible with the proper discharge of his official responsibilities in the public interest or that would tend to impair his independent judgment or action in the performance of his official responsibilities.

No person governed by this code or a business with which he is associated or member of his immediate family shall enter into a contract with the Town of Hebron unless it is awarded through a process of public notice and/or competitive bidding.

No person governed by this code or independent contractor shall knowingly counsel, authorize or otherwise sanction action that violates any provision of this code.

V. Disclosure and Recusal:

A person governed by this code shall refrain from participating on behalf of the Town of Hebron in any matter pending before any agency of the town if he, a business with which he is associated, an individual with whom he is associated or a member of his immediate family has a financial or personal interest in that matter and such interest is not shared by a substantial segment of the town's population.

If such participation is within the scope of said person's official responsibility, he shall be required to provide written disclosure, that sets forth the nature and extent of such interest to the town clerk, and

this disclosure shall be included in the official record of all proceedings on this matter.

Notwithstanding the prohibition outlined above, a person governed by this code may vote or otherwise participate in a matter that involves a determination of general policy if said person's interest in the matter is shared with a substantial segment of the population of the Town of Hebron.

No person governed by this code shall appear on behalf of private interests before any agency of the town, nor shall he represent private interests in any action, proceeding or litigation against the town.

Nothing contained in this code shall prohibit or restrict a person governed by this code from appearing before any agency of the Town of Hebron on his own behalf, or from being a party in any action, proceeding or litigation brought by or against such person to which the Town is also a party.

For a period of one (1) year after termination of service to the Town of Hebron, no former public employee or public official who participated in the negotiation or award of a town contract valued in excess of \$25,000 shall accept employment with, appear on behalf of, or represent any private interest concerning matters related to this same contract.

VI. Gifts:

No person governed by this code or member of such individual's immediate family or business with which he is associated shall solicit or accept any gift that could reasonably be expected to influence or create an appearance of influencing the actions or judgment of such person.

If a prohibited gift is offered to a person governed by this code, he shall refuse it, return it, pay the donor the market value of the gift or donate it to a nonprofit organization provided he does not take the corresponding tax write-off. Alternatively, such prohibited gift may be considered a gift to the Town of Hebron provided it remains in the Town's possession.

VII. Use of Town Assets:

No person governed by this code or independent contractor shall request or permit the use of town funds or services, Town owned or leased vehicles, equipment, facilities, materials or property for personal convenience or profit, except when such assets and services are available to the public generally or are provided as Town policy for the use of persons governed by this code in the conduct of official business.

VIII. Use of Confidential Information:

No person governed by this code, former employee or independent contractor shall disclose confidential information concerning Town affairs, nor shall such persons governed by this code use this information for the personal or financial interests of themselves or others.

IX. Severability:

If a specific section of this Code is found to be invalid by a state or federal court or agency having jurisdiction only that specific section of the Code shall be deemed invalid. The rest of the Code shall remain in effect.

X. Distribution of Code of Ethics:

The Town Clerk shall provide a copy of this Code of Ethics to every town official, employee, board and commission member, persons serving the town or persons doing business with the town. Each public Officer or employee elected, appointed or engaged thereafter shall be furnished a copy before entering upon the duties of his Office or employment or contract.

APPENDIX II
ORDINANCE PROVIDING FOR LOCAL PREFERENCE
CHAPTER 11, ARTICLE 1

§11-1 TOWN BASED BUSINESS

The term “town based business” shall mean a business with a principal business located within the Town of Hebron. A business shall not be considered a town based business, unless evidence submitted with each bid submitted by said business to establish that said business has a bona fide principal place of business in Hebron. Such evidence may include evidence of ownership of or a long term lease of the real estate from which the principal place of business is operated, or payment of property taxes on the personal property of the business to be used in performance of the bid.

§11-2 LOWEST RESPONSIBLE BIDDERS

On any project the lowest responsible bidder shall be determined in the following order:

Provided that such town based resident bidder shall have met all other requirements set forth in this article, any town based resident bidder which has submitted a bid not more than five (5) percent higher than the lowest most responsible bid may be awarded the bid provided such town based bidder agrees to accept the award of the bid at the amount of the lowest most responsible bid.

If more than one town based resident bidder has submitted a bid not more than five (5) percent higher than the lowest responsible bid, the lowest responsible bidder shall be that one of the town based resident bidders which had submitted the lowest bid.

§11-3 IMPLEMENTATION OF LOCAL BIDDER PREFERENCE

Any local vendor meeting the requirements of a local vendor as defined in the above ordinance responding to the solicitation shall be required to submit a signed Local Bidder Affidavit form with their bid submittal. Failure to submit an affidavit form, approved by the Town of Hebron, may result in your disqualification as a local vendor and ineligibility for contract award.

§11-4 RESTRICTION OF USE OF LOCAL BIDDER PREFERENCE

This section shall not apply in those instances where the bid requested involves a cooperation purchasing arrangement between the town and other municipalities or the State of Connecticut.

APPENDIX III

AFFIDAVIT PURSUANT
TO THE ORDINANCE PROVIDING FOR LOCAL PREFERENCE

(It is not necessary to submit this form unless you are a Hebron Town-based Business)

The undersigned, being duly sworn, disposes and says as follows:

1. That he/she is over the age of eighteen (18) years of age;
2. That he/she believes in and understands the obligations of an oath;
3. That he/she is submitting a bid as a “town based business”, pursuant to those conditions delineated in the Town of Hebron’s Ordinance Providing for Local Preference.

Name of Local Bidder
(Please Print)

Date

Signature of Local Bidder

**TOWN OF HEBRON
Purchasing Office**

15 Gilead St

HEBRON, CT 06248

“NO BID” RESPONSE

Name of Bid/RFP/RFQ: _____

Date of Bid Opening: _____

For tracking, audit, and record-keeping purposes, we would very much appreciate knowing the reason why you have chosen not to submit a proposal for the above-referenced Public Bid, RFP or RFQ.

Would you please take a moment to provide a brief explanation below for not submitting a proposal to us for this purchase?

Please also indicate if you would like to continue to receive bids and quotes from us in the future for above-referenced related purchases. If we do not receive this form back, we will assume you are no longer interested in receiving bids and quotes from us.

Please continue to send me bids, quotes, and RFPs. Yes _____ No _____

Company name _____

Mailing address _____

Your name _____ Date _____

This may be mailed, faxed, or e-mailed back to us at:

Town of Hebron
Attn: Town Manager’s Office
Hebron, CT 06248
Fax: 860 228-4859
E-mail: dlanza@hebronct.com
Thank you for your response.

Appendix IV

Quality Based Selection Process:

Step 1: Establish evaluation criteria and select the best firm.

- a. Establish evaluation criteria.
- b. Select statements of qualifications.
- c. Develop a short list of firms.
- d. Interview and rank firms.

Step 2: Jointly define scope and contract terms.

- a. Selected firm assists in defining scope of work.
- b. Establish contract terms.
- c. Agreement. Yes – Move on to Step 3. No – Work with the next firm on the short list.

Step 3: Retain the firm on the basis of an acceptable proposal.

- a. Ask for fee proposal.
- b. Agreement. Yes – Retain the selected firm. No – Work with the next firm on the short list.

FORMS SECTION

Sample purchase order – Appendix D

Payment voucher – Appendix E

Fixed assets – Appendix F

Insurance form – Appendix G

Conference & Travel Approval & Reimbursement Form – Appendix H

Appendix D

SAMPLE PURCHASE ORDER

PURCHASE ORDER COMPLETION INSTRUCTIONS

Completing a Purchase Order (“PO”) accurately ensures prompt processing and payment to vendors. Below is an outline detailing how to correctly complete the PO form. Each section of the PO has been numbered and a brief explanation is given for each numbered section.

Please note that the PO must be filled out with all four copies still intact when an order is placed. The form should not be taken apart until the proper approval signature is complete.

BRIEF EXPLANATION OF PO FORM:

1. **Vendor name and address:** Please write or type the complete vendor name. If you have a new vendor, please include the entire address so they can be added to our existing vendor list. Be sure you are using the correct vendor name and address.
2. **Fund:** Please indicate which fund the account number represents, such as Fund 1 for general fund; or fund 3 for CIP.
3. **Account Number:** Please complete the entire 11 digit account number. Be sure you are using the correct number and that you have written it accurately. If you are paying using multiple account numbers, please write or type “See Below” in this box. You must then indicate the account numbers and amounts in the Description section.
4. **Purchase Order Number:** Each PO must have a unique number within the accounting system. The first four numbers are your department number. The letter represents the fiscal year and is alphabetically changed each year. The last three digits are numbers in succession, such as, 001, 002, etc.
5. **Vendor Number:** Please refer to the vendor list for the 5-digit number that will go here. Be sure you are using the correct number. If the vendor is new, write new in this box and complete the Vendor name and address section completely.

6. **Purchase Order Date:** This is the date which you are writing the PO.
7. **Approved for Purchase:** This box is reserved for the authorized signer to approve the purchase of the item or items. This could be the Department Head, Finance Director or Town Manager, depending on the amount and circumstances. This signature must be original on the white copy and copied on all other PO copies.
8. **Approved for Payment:** This box is reserved for the authorized signer to approve payment once the item and invoice are to the Department's satisfaction. This signature must be original on the pink copy of the PO form. Only original signatures will be accepted on this form.
9. **Terms:** Complete this section only if applicable.
10. **Ship To:** Complete this section only if needed by the vendor for proper shipping.
11. **Description:** This section is reserved for the description of the item or items purchased. Please use an accurate description of the items. This section cannot be blank or simply state "Various". A price estimate or actual amount should be completed. The pink copy should have invoice information written or typed, along with the final cost (matching the attached invoice). If you are paying on multiple account numbers, be sure to indicate the dollar amount for each account.

Please remember to give the vendor the PO number for inclusion on their invoice. This is very helpful when multiple POs and vouchers are used for the same vendor.

You must complete steps 1-7, 9, 10 (if applicable) and 11 before you can pull apart the form. If the amount of the purchase order is less than \$3,000 then the Department Head or authorized signer may approve the purchase. After the "Approved for Purchase" section has been completed, remove the yellow copy and bring to Finance to encumber the money for your purchase. The golden rod copy is the file copy. The pink copy is held by the department until the item or items are received along with the invoice. Once you receive these, attach the original invoice to the pink copy (we do not pay from photo-copies); amend the pink copy with any dollar amount changes. The invoice amount should match the PO amount. If it does not match the PO amount then depending on the discrepancy amount the difference should be questioned by the department. It should be noted on the payment copy of the PO whether it is appropriate to pay the differential above the PO amount.

The form should not be taken apart if the purchase order amount is \$3,000 or more. The “Approved for Purchase” section will be authorized by the Finance Director and the Finance Department will process the purchase order and will return the appropriate sections to the initiating department.

Be sure the pink copy has an original signature in the “Approved for Payment”.

If an invoice has a remittance tear-off section, please detach this before you staple the invoice to the pink. Use a paperclip to attach the remittance piece or any other document that must accompany the check to the front of the pink copy. You do not need to make extra copies of an invoice. Putting the invoice number on the check stub is usually enough for our vendors. Make copies of any other documents that must accompany the check, such as registration forms.

POs that cannot be processed due to lack of accurate information will be returned to the department.

Appendix E

SAMPLE PAYMENT VOUCHER

PAYMENT VOUCHER COMPLETION INSTRUCTIONS

Completing a Payment Voucher (“voucher”) accurately ensures prompt processing and payment to vendors. Below is an outline detailing how to correctly complete a voucher. Each section of the voucher has been numbered and a brief explanation is given for each numbered section. A voucher should only be used for purchases under \$3,000 and should be used in accordance with Section A.1 of the Purchasing Policy.

Please note that the voucher must be filled out completely before removing the yellow copy. The yellow copy is to be kept in the department and should have a copy of the authorizing signature.

BRIEF EXPLANATION OF THE PAYMENT VOUCHER:

1. **Invoice Number:** This is the number of the invoice you are attaching. If there are multiple invoices and account numbers, put the invoice and account number to charge along with the amount to pay in the payment distribution area. If there is no invoice number, an account or customer number can be used.
2. **Invoice Date:** This is the date of the invoice, not the date you are writing the voucher.
3. **Net Invoice Amount:** This is the amount the Town is paying the vendor (usually the amount of the attached invoice).
4. **Payment Distribution:** Please be sure you list each account number which to pay from. You can use multiple account numbers on one invoice. If there are too many for the voucher, it may be easier to use a PO instead.
5. **Vendor Number:** Please complete this section on all vouchers. If it is a new vendor, please write NEW in this space.
6. **Vendor Name and Address:** Please complete this section with the accurate name

that matches the number in Section 5 above. If it is a new vendor, please provide the entire address.

7. **Description:** Please complete this section with accurate information based on the items or services purchased, such as, 1 year subscription; or member dues for FY, etc.
8. **Department Head/Authorized Designee Signature:** Be sure this section is completed by the proper signatory. A Department Head can sign all vouchers since they are under \$3,000. Please let Finance know if there are additional signature authorizations within your department.
9. **Date Submitted to Finance:** Be sure to write the date that you completed this voucher here. They should be submitted to Finance within 48 hours.

A voucher should be used for items outlined in Sections 1.3 & 1.4 only. These items do not need to be authorized by the Finance Office prior to purchase. The original white copy is given to Finance; the yellow copy is kept within the department for recordkeeping. Be sure to give the vendor the voucher number in place of a PO number when placing your order.

If an invoice has a remittance tear-off section, please detach this before you staple the invoice to the voucher. Use a paperclip to attach the remittance piece or any other document that must accompany the check. You do not need to make extra copies of an invoice. Putting the invoice number on the check stub is usually enough for our vendors. Make copies of any other documents that must accompany the check, such as registration forms.

Vouchers that cannot be processed due to lack of accurate information will be returned to the department.

NO. 002557

TOWN OF HEBRON
PAYMENT VOUCHER
(USE ONLY FOR PURCHASES UNDER \$500.00)

INVOICE NUMBER: 1 INVOICE DATE: 2

NET INVOICE AMOUNT: 3

PAYMENT DISTRIBUTION: Designate multiple lines and dollar amounts ONLY if applicable.

ACCOUNT NO: 001- 4 - AMOUNT _____

ACCOUNT NO: 001- _____ - AMOUNT _____

ACCOUNT NO: 001- _____ - AMOUNT _____

VENDOR NUMBER: 5

VENDOR NAME 6
ADDRESS _____

PHONE _____

DESCRIPTION: 7

8
DEPARTMENT HEAD/AUTHORIZED DESIGNEE SIGNATURE

9
DATE SUBMITTED TO FINANCE

Appendix F

Fixed Asset Forms

Town of Hebron
Fixed Asset Disposal Form

Asset No. _____ (Barcode)

Reason for Disposal: **Damaged** **Obsolete** **Sold (Attach Sale Information)**

Item Replaced? **Yes** **No**

Location _____ Address _____

Department _____ Custodian _____

Description of Asset:

Manufacturer _____ Model No. _____

Serial No. _____ Disposal Date _____

SALE OF ASSET:

Sales Price _____ Method of Sale _____

Check No. _____ GL Account for Revenue _____

Buyer or Vendor that Conducted the Sale _____

ASSET REPLACEMENT:

New Asset No. _____ Description _____

Model No. _____ Serial No. _____

APPROVALS:

Department: _____ Date _____

Finance Director: _____ Date _____

**Town of Hebron
Fixed Asset Form**

Asset No. _____ (Barcode)

Asset Type: Land Furniture Building Improvements Other Structures
 Buildings Computer/IT Infrastructure Rolling Equipment

Location _____ Address _____

Department _____ Custodian _____

Description

NEW ASSET:

Manufacturer _____ Model No. _____

Serial No. _____ GL Account No. _____ Purchase Date _____

Funding: Grant General Fund Special Revenue Capital Improvement Fund
 Bond CNEF Fund Donation Other _____

Total Cost _____ Estimated Useful Life _____

PO No(s). _____

Invoice No(s). _____

ASSET TRANSFER:

New Location _____ New Address _____

New Dept. _____ New Custodian _____

APPROVALS:

Department: _____ Date _____

Finance Director: _____ Date _____

Appendix F

Appendix G
Town of Hebron

Insurance Addition or Deletion Form

Add ___ Remove ____

Auto ___ Equipment ____

(Please check appropriate box)

Effective Date: _____

Year _____

Make _____

Model _____

If truck, please provide the (GVW) Gross Vehicle Weight _____

VIN/ID/Serial Number _____

Original Cost New _____

Purchased New _____ or, Used _____

(Please check appropriate box)

Department assigned to _____

(Fire, Police, Etc)

Additional Information/comments:

Send to Donna Lanza in the Town Manager's Office – Fax 860-228-4859 or email to dlanza@hebronct.com

Appendix H

Conference & Travel Form

Mileage Form

**TOWN OF HEBRON
MILEAGE REIMBURSEMENT**

VENDOR #

DATE:

Employee Name & Address:

\$0.555 / MILE
(AS OF 6/23/11)

Fund	Account	PROJECT	DATES	NO. MILES	AMOUNT
			From: To:		

TOWN EMPLOYEE STATEMENT OF OFFICIAL TRAVEL WITH PERSONALLY OWNED MOTOR VEHICLE

Employee Name			Department/Division			
Date	Location		Odometer Reading		Total Miles	Reimbursement
	Departure	Destination	Departure	Destination		
TOTAL						

The travel indicated above was entirely on official town business and the mileage charged is correct to the best of my knowledge.

Employee's
Signature

Date

Dept. Head's
Signature

Date