

Purchasing Policy

Town of Sebago
Municipal
Purchasing, Grant
& Sales
Policy

02-12 Amended August 7, 2012

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SECTION I. PURPOSE

The purposes of the regulation are to standardize the purchasing procedure of the Town of Sebago, thereby securing for the Town the advantages of a uniform purchasing policy in an effort to both save money and increase put set forth the duties and responsibilities of the Department Heads and the purchasing agent.

SECTION II. DEFINITIONS

Bid: For purposes of this policy, the term "request for bids" shall also include "request for proposals" or "request for qualifications".

Bid Most Advantageous to the Town: A bid chosen on the basis of price, quality of merchandise, suitability of merchandise, and service/reputation of the vendor and, therefore, may not necessarily mean the lowest bid received.

Competitive Bidding: The process of obtaining the most advantageous bid for any purchase, whether through formal or informal procedures.

Emergency: Any situation or circumstance, that will inhibit a department from providing delivery of services when said services are, or may be, needed.

Cooperative Purchase: A purchase made by the Town in conjunction with, or from, another governmental or quasi-governmental agency, such as the State of Maine, school, county, another municipality, or Mid-Coast Solid Waste Authority.

Field Purchase: An informal purchase of supplies needed in small quantities from any vendor for day-to-day operation made directly by a Department Head or his/her designee.

Formal Bid: A written quotation received in a sealed envelope from a vendor, having been publicized, and opened at a specified day, place, and time.

Invitation to bid: The complete assembly of specific related material (whether attached or incorporated by reference) furnished to prospective.

Informal Bid: A written quotation which is not required to be opened publicly at a specified day, place, and time or an oral quotation (followed up by an email, email attachment, fax or other written communication) will be accepted.

Annually, Public Works does a generic bid request for material and equipment rental rates, which shall be considered an informal bid.

Purchase: Buying, renting, leasing, or otherwise acquiring supplies or services for a price.

Purchasing Agent: Purchasing Agent means the Town Manager or the Town Manager's designee.

Services: The lease or rental of equipment; the repair or maintenance of equipment owned by the Town or that is the responsibility of the Town; lease or rental of all grounds, buildings, offices, or space required by the Town; It shall not include:

12.1. Professional services provided to or for the Town by attorneys, architects, engineers, auditors, and other professional consultants;

12.2. Utilities such as electricity, water, sewer, etc.

Specifications: Standards, including quality, set by Department Heads as a guide to the purchasing agent and as a measure of that which successful vendors must achieve. Specifications shall be either technical specifications or general terms which shall state in general terms how the quality requirements will be achieved. Department Heads may rely on technical advice from suppliers, salesman and other agencies in developing specifications.

14. Supplies: All supplies, materials and equipment.

15. Capital expenditure – means all major expenditures of a non-recurring nature such as new buildings, major remodeling projects and major equipment purchases

16. Gifts – Gifts of funds, services, land, material, vehicles or other items may be offered to the town from foundations, corporations, governments, small businesses and individuals. If offered, gifts must be accepted by the voters of the town.

17. Grants - Grants are funds, services, material and/or vehicles given to individuals, tax-exempt nonprofit organizations or local governments by foundations, corporations, governments, small businesses and individuals. Money may be given to a potential funder, either on the applicant's own initiative or in response to a Request for Proposals from the funder. If awarded, grants must be accepted by the voters of the town, usually either directly in a warrant article or by referendum. Grants must also be approved by the voters of the town in the same manner.

SECTION III. APPLICABILITY

This regulation shall apply to purchases, gifts, grants and capital expenditures made by departments and agencies of the Town, except as otherwise specified herein.

SECTION IV. APPROPRIATION

Neither the purchasing agent nor any Department Head shall make any purchase or allow any purchase to be made until an appropriation has been approved by the Town Meeting or Select Board, if applicable. However, the Town Manager's approval is subject to the appropriation being approved at Town Meeting.

SECTION V. PURCHASING AGENT: POWERS AND DUTIES

The Town Manager shall be the purchasing agent for the Town, and supervise and manage the purchase of all supplies, materials, and equipment for use by the Town in the operation/maintenance of its departments. The purchase of supplies, materials, and equipment for use by the Town in the operation/maintenance of its departments shall be required for municipal purposes, with approval of the Board of Selectmen. The Select Board shall award bids for services or materials requiring bonding. Lease purchases containing non-appropriation language shall be awarded by the Board of Selectmen.

SECTION VI. PURCHASE LIMITS

The following purchasing (dollar) limits shall pertain to all purchases made by, or on behalf of, the Town of Sebago; except as otherwise provided within this policy:

A Department Head, or the Department Head's designee, may make a field purchase when the total purchase price for the goods and service being purchased is less than \$1,000.

2. No single purchase of supplies or services exceeding \$2,500 shall be made without the written approval of the Town Manager.

3. No single purchase of supplies or services exceeding \$5,000 shall be made without the approval of the Board of Selectmen.

4. Purchases made in emergency circumstances shall be considered to be exempted from the aforementioned limit. Notification that an emergency exists shall be made to the Town Manager. A discussion between the Department Head and the Town Manager shall be required to make the purchase.

5. The Town Manager may approve certain expenditures greater than \$5,000 when, in her/his judgment, no alternate suppliers exist or buying in bulk creates a purchase in excess of the stated limits.

6. The Town Manager has the authority to purchase an item in the excess of \$5,000 in an emergency situation with the approval of the Board of Selectmen.

SECTION VII. COMPETITIVE BIDDING

The procedure for competitive bidding shall be as follows:

1. Competitive bids shall be required for all purchases in excess of \$5,000 unless specifically exempted by this Policy or by action of the Town Meeting or Select Board.

Informal Bidding procedures shall be allowed when a purchase is required to be competitive bid if the total purchase price is more than \$1,000 and less than \$5,000, unless the purchasing agent recommends use of formal bidding due to project complexity, funding source requirement, or to insure that the Town is receiving the best price or value.

Formal Bidding procedures are specified in Section VIII and shall be followed by the purchasing agent or his/her designee.

The purchasing agent may make cooperative purchases without competitive bidding, if the purchasing agent determines the purchase being made after competitive bidding by the cooperative entity is at a price more advantageous than competitive bidding.

The purchasing agent may waive the requirements for competitive bidding in cases of emergency, or when the purchase is inappropriate for competitive bidding due to the nature of the item, time constraints, or other factors, provided that the purchase is in the best interest of the Town.

SECTION VIII. FORMAL BIDDING (\$5,000 ≥)

The procedure for formal bidding shall be as follows:

Invitation for bids: The Department Head or purchasing agent shall prepare the invitation for bids, describing the Town's requirements clearly, accurately, and completely, but avoiding unnecessarily restrictive specifications that would limit competition. Every invitation to bid shall note that all purchases are subject to the conditions set forth in Section X, hereof.

The Department Head or purchasing agent shall publicize the invitation for bids through the following methods at least ten (10) calendar days prior to the time set for public opening of sealed bids:

2.1. Distribution to prospective bidders;

2.2. Posting at approved posting locations in Town;

2.3. Town of Sebago website;

2.4. Appropriate professional or trade publications; and/or

2.5. All other means as the purchasing agent determines is appropriate.

Bidders shall submit sealed bids to the Town prior to the date and time specified for the opening of bids. Email, attachment, or faxed bids will be accepted only if specifically noticed in the request for bid.

4. Late bids shall not be accepted. If less than three bids are received or if in the opinion of the Department Head or purchasing agent, no bids are acceptable, re-bidding may be required.
5. Bids shall be publicly opened at the time and place specified in the invitation to bid. A contract may then be awarded to the responsible bidder whose bid meets all specifications required by the Town and whose bid is the best of the bids received.
6. Nothing in this Section shall preclude the Town from rejecting any and all bids, as provided in Section X, hereof.

SECTION IX. INFORMAL BIDDING (\$1,000 to \$5,000)

The procedure for informal bidding shall be as follows:

Request for Bids: The Department Head or purchasing agent shall prepare the request for bids, describing the Town's requirements clearly, accurately, and completely, but avoiding unnecessary restrictive specifications for request for bids. Every request for bids shall note that all purchases are subject to the conditions set forth in Section X, hereof.

The purchasing agent or Department Head shall publicize the request for bids through:

2.1. Distribution to prospective bidders;

2.2. Town of Sebago website;

2.3. Professional or trade publications (if appropriate).

Bidders shall submit bids to the Town prior to the date and time specified for the receipt of bids. If less than three bids are received or if in the opinion of the Department Head or purchasing agent, no bids are acceptable, re-bidding may be required.

Late bids shall not be accepted.

SECTION X. ADMINISTRATIVE PROCEDURES & CONDITIONS

Competitive bids shall be administered by the purchasing agent and shall be subject to the following conditions:

The Department Head or purchasing agent shall establish a bid master file which

includes a check-off sheet and all required documentation including, but not limited

to, the following:

- 1.1. Bid specifications
- 1.2. Conflict of Interest form
- 1.3. Copy of advertising/web postings and where
- 1.4. Mailing/contact list
- 1.5 Bidder Information Form
- 1.6. Bid response Forms
- 1.7. Bid tabulation
- 1.8. Award letter/rejection letters (required for Formal Bidding only)
- 1.9. Post bid results on the Town website
- 1.10. Notes from any bid specification review meetings with participant roster
(required for Formal Bidding only)

Bid format:

- 2.1. Bid packages will be, whenever possible, standardized.
- 2.2. Bid specifications will be, whenever practical, in a standardized format depending on the category of goods or services sought.
- 2.3. Establishing bid specifications shall be the responsibility of the Department Head or purchasing agent.

Bid advertising shall follow the procedures specified in Sections VII and VIII.

Request for Bids shall be mailed or advertised at least ten (10) calendar days prior to the deadline set for the receipt of bids.

The Department Head or purchasing agent may hold a bid specification meeting when a particular project is complex or when it will clarify the project or service required.

The meeting shall be open to all interested prospective bidders. Said meeting time and place shall be included in the bid documents and all advertisements.

Bids shall be noted with the time and date received.

The Department Head or purchasing agent shall keep a record of all bids submitted, and such records shall be open for inspection.

All bidders shall be notified in writing of bid results within ten days after the bids are opened for Formal Bidding only.

Tie bids shall be resolved by the Board of Selectmen.

All bids shall be awarded on the basis of the bid most advantageous to the Town, which may or may not be the lowest bidder.

The Town reserves the right to reject any and all bids, or to accept the bid that appears to be in the best interest of the Town, investigate the qualifications of any bidder, and to waive or not waive any and all formalities in the bidding process.

If an award is made to other than the low bidder, the purchasing agent shall file a statement of the reasons for determining that the low bid was not the bid most advantageous to the Town, together with all papers relating to the bid. Subject to Section X (10), (11), and (12), the Town may give preference to local bidders. For purposes of this section, "Located in Sebago" shall mean bidders whose company headquarters are in Sebago and/or who pay excise taxes on property in Sebago. The Town retains custody of all bids submitted, pursuant to this Policy.

The Board of Selectmen shall determine bid event is null and void under the following conditions: if bid conditions are altered, changed, incomplete or modified after the request for bids is posted; or if deadlines for submission of bids are changed.

SECTION XI. DUTIES OF DEPARTMENT HEADS

Determine acceptable quality of commodities and supplies to be purchased.

The Department Heads are empowered to reject any unacceptable supply of goods and or materials provided to the Town by a vendor on the grounds of low quality. The Department Head shall notify the purchasing agent of the rejection and prepare requisitions with an eye towards cooperative purchasing, and keep corresponding records to facilitate correct accounting charges. Department Heads shall be responsible for signing off on invoices for goods and services received.

When appropriate, report to the purchasing agent the following:

- 4.1. Items beyond use;
- 4.2. Items being replaced or to be replaced;
- 4.3. Items no longer of use to the department operations.

Maintain adequate supplies on hand to minimize the need for direct field purchases.

All other duties as outlined in this document.

SECTION X. GRANT PROCEEDURES

- **Grant Applications.** Any individual or organization in the Town of Sebago who wishes to apply for grants on behalf of the Town shall submit a Grant Application Form to the Town Manager and obtain approval before the Town of Sebago. If the grant application does not exceed \$5,000.00 then he/she can approve or deny the process to continue. Grants that exceed \$5,000.00 must be approved by the Board of Selectmen.
- **Acceptance of Grants.** The voters of the Town of Sebago must accept any grants awarded on behalf of the Town of Sebago. The Board of Selectmen will review grants won and will make recommendation to accept the town.
- **Local Match.** Many grants require a local match of funds, in-kind services, or similar local contribution. Local matches can be donated by individuals, local groups, businesses, or town funds can be used. The voters can approve the match at a town meeting.
- **Expenditure of Grants.** Procedures for obtaining competitive bids, record keeping, reporting and audits specified by the grantor will be followed in making purchases under the grant. If no procedures are specified by the grantor, the responsible Department Head will inform the Town Manager when bids are received, purchases made, and will copy the Town Manager on all progress reports to grantors. At the end of the grant process, the Department Head will file a summary report with the Town Manager's Office. At the completion of each grant the Town Manager will file a summary report with the Board of Selectmen.

SECTION XI. GIFT PROCEEDURES

- **Acceptance of Gifts.** The voters of the Town of Sebago must accept any gifts or donations awarded on behalf of the Town of Sebago. The Board of Selectmen will review proposed gifts and donations and will make recommendation to accept the town.

SECTION XII. SCOPE OF TOWN MANAGER'S AUTHORITY

The Town Manager shall purchase or contract for all supplies and services needed by using any department or agency which derives its support wholly or in part from the Town of Sebago, in accordance with procedures prescribed by the Board of Selectmen.

- **Exceptions.**
 - 1) **Exceptions Prohibited.** The authority of the Town Manager to make all purchases for all using departments and agencies shall not be abridged by except the following:
 - **Temporary Absences.** During periods of temporary absences of the Town Manager, the authority to implement the provisions of this policy shall be vested in the Town Manager's designee.
 - **Tax Exemptions.** The Town Manager shall act to procure for the Town all Federal and State tax exemptions.
 - **Disqualification of Bidders.** The Town Manager shall have the authority to disqualify bidders who default on their bids, quotations, contracts or purchase orders from receiving further awards from the Town.
- **Rejection of Bids.** The Town Manager shall have the authority to reject any and all bids received in response to invitations for bids when bids are deemed non-responsive or when the Town Manager determines that the bids are not in the best interest of the Town.
- **Cooperative Purchasing.** The Town Manager shall have the authority to join other units of government including Federal, State, County, Municipal and Municipal sub-divisions, such as Water Districts, Sewer Districts, and other units of government, to purchase goods and services in accordance with and pursuant to law.
- **Other Duties.** The Town Manager shall perform such other duties related to the functions, duties and authorities set forth herein, as may be required by the Board of Selectmen.
- **Grants.** The Town Manager shall review all applications of grants submitted on behalf of the Town of Sebago. If the grant application does not exceed \$5,000.00 then he/she can approve or deny the process to continue. Grants that exceed \$5,000.00 must be approved by the Board of Selectmen.
- **Purchases-Real Estate and Leases.** Except in special circumstances, the Town Manager shall seek to meet the Town's needs for real estate or leases on a competitive basis by surveying and evaluation those properties proposed to be purchased or leased. Any lease or real estate purchase and sales agreement negotiated by the Town Manager shall be subject to approval of the Board of Selectmen.

Approved: August 7, 2012

Amended: August 19, 2014

Grants For The Town of Sebago Application Worksheet

What is the source of the grant (e.g. – agency, company, foundation, etc...)? _____

How much is being requested? \$ _____ What is the local match? \$ _____

Who would provide the local match (town funds, private funds,...?) _____

What town department would benefit from the grant if won? _____

What is the grant being requested for (describe items, equipment, service, etc...)? _____

When must the application be submitted (filing date)? _____

If the grant is won, what would be the commitment to maintain, house, or replace the equipment by the town? _____

Estimated cost per year? \$ _____

Estimated number of years? _____

Explain what the commitment would be (e.g. – service contract, vehicle maintenance costs, housing, etc.) _____

If a vehicle, where would it be stored? _____

Submitted by (name) _____ Date _____

Department/Group/Club/Organization _____

Reviewed by Town Manager _____ Date: _____

Action/Recommendation: Approve _____ Modify _____ Deny _____

Reviewed by Board of Selectmen. _____ Date: _____

Action: Approve _____ Modify _____ Deny _____

Form 3/12/07

TOWN OF SEBAGO
OFFICIAL BID RESPONSE FORM

Company Name: _____

Authorized Signature: _____

Printed Name: _____

Position: _____

Date: _____

UPON ACCEPTANCE BY THE TOWN OF ROCKPORT and signed below, THIS OFFICIAL BID RESPONSE FORM AND SUCH OTHER DOCUMENTS AS STATEI

Authorized Signature: _____

Printed Name: James M. Smith III

Position: Town Manager

Date: _____

BIDDER INFORMATION

The undersigned declares that the signer of this proposal is:

INDIVIDUAL doing business as: _____

PARTNERSHIP doing business as: _____

CORPORATION entitled: _____

Organized under the laws of the State of _____ having its principal offices
at: _____

Authorized Signature

Printed Name and Title of Authorized Signer

Firm or Corporate Name
Contact Name and TitleStreet Address
E-mail AddressCity/Town, State, Zip Code
Telephone NumberDate Signed
Fax Number

Social Security or Federal ID Number (voluntary)

CONFLICT OF INTEREST DISCLOSURE

Pursuant to conforming with the intent of Town of Sebago *Conflict of Interest* and for the purposes of determining any possible conflict of interest in that regard, April 3, 2012bidders/vendors/agencies must disclose if any elect corporation.

Please indicate either "Yes" if any of the above statement pertains to you or "No" if it does not.

YES ____
NO ____

If "Yes", please fill in the information below:

NAME(S)	POSITION(S)

Authorized Signature: _____

Printed Name: _____

Position: _____

Date: _____

An Order to Establish Procedures for Municipal Sales and Purchases.

BE IT ORDERED BY THE BOARD OF SELECTMEN OF THE TOWN OF SEBAGO, MAINE:

That the following Municipal Purchasing Policy is hereby adopted.

Section 1. Purpose

The purposes of this regulation are to standardize the sales and purchasing procedures of the Town of Sebago, thereby securing for the Town the advantages of a centralized and uniform sales and purchasing policy saving the town the cost of goods and services; and to set forth the duties and responsibilities of department heads and Town Manager, thereby fostering interdepartmental cooperation and trust in the sales and purchasing system.

Section 2. Definitions

- A) Approved vendors ♦ means those vendors identified by each department head to the Town Manager, who maintains a list of approved vendors for bidding purposes. The Town Manager shall keep detailed lists for each category of goods and services.
- B) Bid most advantageous to the Town ♦ means a bid chosen on the basis of price, planned use quality of merchandise, suitability of merchandise and the service reputation of the vendor, and therefore may not necessarily be the lowest bid.
- C) Competitive bidding ♦ means the process of obtaining the bid most advantageous to the town for any sale or purchase, whether through formal or informal bidding procedures.
- D) Informal bid ♦ means a written or oral quotation obtained from an approved vendor, but not required to be opened publicly at a specified day, place, and time.
- E) Field purchase ♦ means an informal purchase of supplies needed in small quantities for day-to-day operation made directly by a department head or his/her designated representative from any vendor.
- F) Formal bid ♦ means a written quotation obtained in a sealed envelope from an approved vendor or through advertisement and opened at a specific day, place, and time.
- G) Cooperative purchase ♦ means a purchase made by the Town in conjunction with or from another governmental or quasi-governmental agency such as, but not limited to, the State of Maine, Greater Portland Council of Governments, or other regional agency.
- H) Purchase ♦ means buying, renting, leasing or otherwise acquiring supplies or services for a price.
- I) Services ♦ means the lease or rental of all grounds, buildings, offices, space or equipment required by the Town, the repair or maintenance of all equipment or real property owned by or the responsibility of the Town, and the use of personnel.
- J) Specifications ♦ means standards, including quality, set by department heads as a guide to the Town Manager and as a measure of that which successful vendors must achieve. Specifications shall be either technical specifications or general description of goods and services, which shall state the quality required in general terms.
- K) Supplies ♦ shall mean all supplies, materials, and equipment.
- L) Capital expenditure ♦ means all major expenditures of a non-recurring nature such as new buildings, major remodeling projects and major equipment purchases. Excluded from this definition shall be all in-house projects and the purchase of replacement parts or supplies.
- M) Sale ♦ means the liquidation of Town property that is no longer required or desired. This includes land, property, equipment and tools. All proceeds from the sale of Town Property will be deposited into the undesignated fund.

Section 3. Applicability

This regulation shall apply to all sales and purchases made by departments and agencies of the Town, except as otherwise specified herein.

Section 4. Limits

- A) Formal Advertising. Purchases shall be made by formal advertising whenever such method is feasible and practical under existing conditions and circumstances.
- B) Record of Bids. The Town Manager shall keep a record of all bids submitted, and such record shall be open to proper inspection by any interested party within a reasonable amount of time.
- C) Approval
- 1) No purchase of supplies or services exceeding \$500 shall be made by any Department Head without the written approval of the Town Manager. No sale of goods or services of any value shall be made by any Department
 - 2) No single purchase of supplies or services exceeding \$5,000 shall be made by the Town Manager without the approval of the Board of Selectmen. No sale of goods or services exceeding \$2,500 shall be made by the Town
 - D) Exclusions. The Town Manager may approve certain expenditures greater than \$5,000 when, in her/his judgment, no alternate suppliers exist or when buying in bulk creates a purchase in excess of the stated limits.
 - E) Negotiation. Notwithstanding the basic policy that negotiated procurement shall be on a competitive basis to the maximum practical extent (see Section 3F) purchases may be negotiated when one of the following circumstances exist:
 - 1) Small Sales and Purchases. When the total dollar value of the purchase does not exceed \$2,500.
 - 2) Emergencies. When the public welfare will not permit the delay incident to advertising. In such emergencies the Town Manager may authorize immediate negotiated purchases of supplies or services, not to exceed \$7,500.
 - 3) Formal Advertising Impractical. When the purchase of supplies or services for which it is impracticable or impossible to obtain competition.
 - F) Negotiation Procedures & Policies. Negotiated procurement shall be on a competitive basis to the maximum practical extent. Whenever supplies or services are procured by negotiation, price quotations or other evidence consistent with the nature of and requirements for the supplies or services to be purchased, in accordance with the basic policies set forth below:
 - 1) Sales and Purchases - Not to Exceed \$2,500. When the Town Manager considers prices to be fair and reasonable and when the total amount of a sale/ purchase does not exceed \$2,500, procedures and documentation will be determined by the public interest. No Town property will be sold or leased without the approval of the Board of Selectmen.
 - 2) Sales and Purchases - \$2,500 to \$5,000. Negotiated sales and purchases exceeding \$2,500 but not exceeding \$5,000 in total cost will be supported by a record of price quotations from three (3) competitive sources or an approval by the Town Manager as appropriate to the circumstances.
 - 3) Sales and Purchases Exceeding \$5,000. Negotiated sales and purchases exceeding \$5,000 in value must be approved by the Board of Selectmen prior to award. Request for such approval will be accompanied by a full statement of the need for the purchase and different periodicals. Responses to these advertised bids must be made in a written format.
 - G) Requisitions. Purchases involving the immediate encumbrance of Town funds shall be made only on a written requisition submitted by the head of the requesting department in such form as required by the Town Manager.
- Revision Power in the Town Manager. The Town Manager shall examine each requisition and shall have the authority to revise it as to quantity, quality, or estimated cost; but revision as to quality shall be only with the concurrence of the Board of Selectmen.
- H) Conflict of Interest. No person authorized to act on behalf of the town shall enter into any agreement, contract or purchase order with any individual, firm, corporation or organization in which said person has a financial interest, or might be, awarded, any rebate, gift or anything of value whatsoever, except where given for the express use or benefit of the Town of Sebago.

Section 5. Scope of Town Manager's Authority

The Town Manager shall purchase or contract for all supplies and services needed by using any department or agency which derives its support wholly or in part from the Town of Sebago, in accordance with procedures prescribed by the Board of Selectmen.

- A) Exceptions.
- 1) Exceptions Prohibited. The authority of the Town Manager to make all purchases for all using departments and agencies shall not be abridged by excepting any using agency unless, by order of the Board of Selectmen, such exception is necessary for the good of the town.
 - 2) Temporary Absences. During periods of temporary absences of the Town Manager, the authority to implement the provisions of these regulations will be held by the Chairman of the Board of Selectmen.
 - B) Tax Exemptions. The Town Manager shall act to procure for the Town all Federal and State tax exemptions to which the Town is entitled.
 - C) Disqualification of Bidders. The Town Manager shall have the authority to disqualify bidders who default on their bids, quotations, contracts or purchase orders from receiving further awards from the Town. Such decision shall be subject to review by the Board of Selectmen.
 - D) Rejection of Bids. The Town Manager shall have the authority to reject any and all bids received in response to invitations for bids when bids are deemed non-responsive, token, collusive or otherwise non-acceptable and when the Town Manager is satisfied that such rejection is in the best interest of the town.
 - E) Cooperative Purchasing. The Town Manager shall have the authority to join other units of government including Federal, State, County, Municipal and Municipal sub-divisions, such as Water Districts, Sewer Districts, and other units of government, in accordance with and pursuant to law.
 - F) Other Duties. The Town Manager shall perform such other duties related to the functions, duties and authorities set forth herein, as may be prescribed by the Board of Selectmen and by any applicable state or local laws or regulations.

