

## PURCHASING POLICY

### TOWN OF GREENTOWN

#### Publication of Notices

1. Invitation for Bids. All notices of invitations for bids shall be published in accordance with IC, 5-3-1 in the Kokomo Tribune and in such other publications as the purchasing agent may see fit in each set of circumstances.

The purchasing agent shall schedule the publication of notice to provide a reasonable amount of time for preparation and submission of bids. The notice shall be published two times, at least one week apart. The second publication must occur at least ten (10) days prior to the date of the bids will be opened.

2. Requests for Proposals. All notices of requests for proposals shall be published in accordance with I.C. 5-3-1 in The Kokomo Tribune and in such other publications as the purchasing agent may see fit in each set of circumstances.

The purchasing agent shall schedule the publication of notice to provide a reasonable amount of time for preparation and submission of proposals. The notice shall be published at least two times, at least one week apart. The second publication must occur at least seven (7) days prior to the date the proposals will be opened.

3. Inquests for Specifications All notices of requests for specifications shall be published in accordance with I.C. 5-3-1 in The Kokomo Tribune and in such other publications as the purchasing agent may see fit in each set of circumstances.

The Purchasing agent shall schedule the publication of notice to provide a reasonable amount of time for preparation and submission of specifications. The notice shall be published at least two times, at least one week apart. The second publication must occur at least seven (7) days prior to the date the responses will be opened.

4. Electronic Notices Whenever a notice or other material, including specifications, an invitation for bids, request for proposals or request for specifications, is sent by mail, the purchasing agent may also send the notice or other material by electronic means, provided that the transmission of the information is at least as efficient as mailing in the information.

#### Receiving Offers

1. Opening of Offers, Bids received in response to an invitation for bids must be opened publicly in presence of at least one or more witnesses at the time and place designated in the invitation for bids.

Proposals received in response to a request for proposals must be opened so as to avoid disclosure of the contents to competing offerors during the process of negotiation.

Proposals received in response to a request for specifications may be opened as specified in the request for specifications.

2. Electronic Receipt of Offers. The purchasing agent may receive electronic offers in response to an invitation to bid, request for proposals or request for specifications.

A purchasing agent may only receive an electronic offer if:

(A) The solicitation includes the procedure for the electronic transmission of the offer; and

(B) The purchasing agency receives the offer on a fax machine or other system with a security feature that protects the contents of an electronic offer with the same degree of protection as provided to an offer not transmitted electronically.

3. Cancellation of Solicitation - When the purchasing agent makes a written determination that it is in the town's best interests, the purchasing agent may cancel a solicitation or reject all offers, Provided that the solicitation included information concerning the possibility of and procedure for cancellation.

4. Correction/Withdrawal of Bids. When the purchasing agent makes a written determination after a review of information available to him/her and within forty eight (48) hours of receipt of the bid or proposal that there has been an inadvertently erroneous bid or proposal, the Purchasing agency may permit the correction or withdrawal of the bid, at cancel awards of contents based on Inadvertent bid or proposal mistakes; provided, however, the purchasing agency will not permit changes in bid prices or other provisions of a bid prejudicial to the interests of the governmental body or fair competition after bid opening.

#### Requests for Proposals

When a purchasing agent makes a written determination that the use of competitive scaled bidding is either not practical or not advantageous to the governmental body, a purchasing agent may award a contract using a request for proposals in accordance with LC, 5-22-9.

#### Special Purchasing Methods

A purchasing agent may make a purchase without soliciting bids or proposals provided a special purchasing method is allowed in accordance with I.C. 5-22-10.

Purchase of Supplies Manufactured in the United States

Supplies manufactured in the United States shall be specified for all Purchases and shall be purchased unless the Town determines that:

(A) the supplies are not manufactured in the United States in reasonably available quantities;

(B) the prices of the supplies manufactured in the United States exceeds by an unreasonable amount the price of available and comparable supplies manufactured elsewhere;

(C) the quality of the supplies manufactured in the United States is substantially less than the quality of comparable priced available supplies manufactured elsewhere; or

(D) the purchase of supplies manufactured in the United States is not in the public interest.

Purchase of Service

The Town determines that each purchasing agent may purchase services in whatever manner the purchaser determines to be reasonable. The purchasing agent may purchase services on the open market without inviting or receiving quotes, proposals or bids, although the purchasing may use those methods if desired.

This policy is effective upon passage and signing by the President of Town Council.

Adopted by the Town Council of the Town of Greentown this 4<sup>th</sup> day of AUGUST, 1998.

TOWN COUNCIL

ATTEST

President

Clerk - Treasurer

By Robert T. Armstrong

By Barbara J. Middleton

Robert T. Armstrong

Barbara J. Middleton