TOWN COUNCIL • TOWN OF PROSPECT, CT 06712-1699
36 CENTER STREET (203) 758-4461

Purchasing Procedures
April 5, 2011

It is hereby resolved: that the Prospect Town Council adopt the following purchasing procedures: Purchases by the Town of Prospect for amounts of $5,000 or more shall be made in accordance with the following procedures:

1. **Where possible, a minimum of three bids shall be solicited.**
   - **(a) A "request for quotation" form may be used.**
   - **(b) Request for quotations will be on a sealed bid basis.**

2. **Bids shall be returned to the Prospect Town Hall in sealed and specially marked envelopes furnished as part of the request for quotation.**
   - **(a) The returned bids are to be opened in public at the stated or published time.**
   - **(b) No returned bid will be opened until the stated date and hour.**
   - **(c) All late bids will be disregarded.**

3. **The Mayor may use the "STATE BID PRICE" or "Become part of a "Regional Consortium" in order to procure particular goods or services at costs that are advantageous to the Town of Prospect.**

4. **If deemed necessary by the Mayor, quotations may be accepted by telephone or F.A.X. machine. These quotations will be confirmed in writing and if requested, received by a specific time.**

5. **Under certain circumstances and by discretion of the Mayor, the returned quotations may be accompanied by a certified check, cash or bond, as a guarantee that the bidder will accept the order if it is awarded to them.**

6. **Selection of the bidder to whom the award will be made will, in all cases, be that considered most advantageous to the Town of Prospect.**

******** The Mayor reserves the right to accept or reject any and all bids; to waive any informalities; to divide the award, or to accept any bid deemed in the be interest of the Town of Prospect.**

Approved on April 5, 2011

Thomas J. Galvin, Chair
Prospect Town Council