

PURCHASING POLICY MANUAL

**AWARDING OF CONTRACTS BASED ON REQUESTS FOR BID, REQUESTS
FOR PROPOSAL, AND REQUESTS FOR QUOTATION**

5.1 AUTHORITY OF AGENT

The Director of Purchasing & Administrative Services or other contracting officer of the Town has the authority to award contracts within the confines of these rules and regulations.

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5.2 LOWEST RESPONSIVE, RESPONSIBLE BIDDER

All contracts based on Requests for Bid (RFB) and Requests for Quotation (RFQ) shall be awarded to the lowest responsive, responsible bidder. Multiple factors are used to determine the “lowest responsive, responsible bidder.” In addition to price, the agent shall consider, but not be limited to, the following:

- a. responsive – meeting the specifications of the RFB/RFQ and following the protocol of the RFB/RFQ

responsible refers to capability to do the work. Prior experience with the vendor may be used to determine the capability to do the work. (Note: When a hired vendor is not responsible, it should be documented by the using department and a copy forwarded to the Purchasing Department.)
- b. compliance to the specifications, Terms and Conditions and instructions established for a particular RFB/RFQ
- c. the ability and capacity of the bidder to perform the work or provide the services required
- d. the character, integrity, reputation and experience of the bidder
- e. the quality and satisfaction of any previous work or services performed for the Town
- f. the financial resources available to promptly (two weeks within date of award) provide the insurance and bond requirements

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- g. the number and scope of any conditions or exceptions included in the bid or quote**
- h. the sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service**
- i. the quality, availability and adaptability of the supplies or contractual services to the particular use required**
- j. the ability of the bidder to provide future maintenance and service for the use of the subject of the contract**
- k. the prequalification by the State of Connecticut where applicable (renovation or new construction projects over \$500,000.00 where State funding is involved)**

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5.2.1 RESPONSIVE, RESPONSIBLE PROPOSER

All contracts based on Requests for Proposal (RFP) shall be awarded to responsive, responsible proposers. Multiple factors are used to determine the selection of the awarded responsive, responsible proposer. In addition to price and the criteria established for the award of the Request for Bid (RFB) and Request for Quotation (RFQ) (See Section 5.2, items a. through k.), the agent shall consider, but not be limited to, the following:

- a. the content and quality of the proposal and how well it addresses the needs of the criteria of the RFP
- b. the best value considerations
- c. the success of the negotiation process with the proposer

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5.3 TIE BIDS

If two or more of the lowest bids are for the same dollar amount, and quality and service being offered are considered equal, the contract shall be awarded to the local (Greenwich) bidder. If both are local or none of the tied bidders is local, the Purchasing Department shall award the bid to one of the tied lowest bidders by drawing lots. All interested parties will be notified and have the right to be present for the drawing.

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5.4 PUBLICLY BID CONTRACTS

The Town has the right to and shall avail itself of Federal, State, Municipal, and non-profit organization contracts where it is considered to be in the best interest of the Town.

As the governmental entities or non-profit organizations have already gone through the proper public bidding and awarding procedures, it is not necessary for the Town to go through the same. However, the use of such contracts must be approved by the Purchasing Department.

Terms and conditions set forth by the publicly bid contract will be adhered to by the Town of Greenwich.

The contract number shall be included as a reference on the corresponding MUNIS requisition. When purchasing a commodity, a purchase order shall be utilized. When purchasing a service (with or without a commodity component), a Town of Greenwich contract shall be developed, the term of which shall not run longer than the State or non-profit organization's contract.

Contracts developed by other agencies or associations that the Town is a member of, which utilize competitive public bidding procedures, can be used wherever applicable when approved by the Purchasing Department.

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5.5 WITHDRAWAL OF AWARD

The Town reserves the right to withdraw an award made to the bidder/proposer if the bidder/proposer does not satisfy conditions upon which the award was based within the specified time frame. Such conditions could consist of, but not be limited to, insurance and bond requirement documentation.

Other valid reasons for the Town's withdrawal of award could include, but not be limited to, erroneous or false information submitted by the bidder/proposer, or funding becoming unavailable for the goods, service, or project.