

WALTON TOWNSHIP PURCHASING POLICY

Adopted 09/12/23

1. General Provisions

Under the provisions of this policy, the Township Supervisor is designated as the Purchasing Agent. In the Supervisor's absence, the Township Clerk is authorized to act as Purchasing Agent.

- The individual in need of materials, supplies or services shall notify the Purchasing Agent who reviews the request for overall propriety and upon approval will proceed with the established purchasing procedure.
- An individual may appear at a Township Board meeting to request discussion and approval of a proposed purchase previously denied by the purchasing agent.

2. Bid Requirements

- The Purchasing Agent shall obtain three (3) written quotes for purchases over \$2,000.
- The Purchasing Agent is authorized to approve budgeted goods and services up to \$2,000.00 if funds are available within the budget.
- Board approval is required for purchases totaling over \$2,000 except for emergency purchases. Notification of emergency purchases will be made to the Board via email or at a regular Board meeting.
- Goods and Services not previously budgeted require Board approval prior to purchase. The Purchasing Agent may request Board approval for proposed purchases under the \$5,000 threshold when deemed advisable and in the best interest of the Township.
- Sealed competitive bids are required for purchases of \$10,000 or more. The Purchasing Agent, with the help of the individual requesting the purchase, shall prepare specifications for goods or services over \$10,000.
- Quotes and bids, when applicable, shall be researched for the best available pricing utilizing website, catalog, sale papers etc, for comparable items at government discount pricing. Publication of proper notice shall be arranged for the greatest number of appropriate professionals, contractors, or vendors. The Purchasing Agent and the individual may solicit bids from outside Walton Township.
- Sealed bids shall be opened at a regular Township Board meeting on the date designated in the published notice in the presence of the elected officials.
- Board approval is necessary in awarding the purchase. The approved bidder may not be the lowest bidder. The Township Board may consider such additional factors including but not limited to workmanship and reliability of the bidder.
- The Township Board shall reserve the right to reject all bids.

- In the event that only one or two sealed bids are received, the Board reserves the right not to open those bids at the designated meeting and to extend the bidding period to allow for additional bids. Proper notice of the extension in bidding time shall be published.
- The Township Board has the authority to require a prospective bidder to provide a proposal guarantee and/or escrow deposit for the full amount of any prospective award when deemed necessary.

3. Emergency Purchases

- Emergency Purchases can be authorized only when life, property or equipment are endangered through unexpected circumstances, or when normal operation would be severely hampered by a long delay. Normal purchasing procedures need not be followed in these emergency situations.
- Notification of emergency purchases will be made to the Board via email or at a regular Board meeting.
- In the case of an emergency, the Township Supervisor, or in his/her absence, The Township Clerk can authorize the immediate purchase of any materials, supplies or services necessary to end the emergency situation.

4. Receiving Goods

- At the time of delivery, items will be matched with invoices to confirm quantity, description, and price. The Purchasing Agent reserves the right to return materials or supplies if quality, description, or prices are not as ordered. The invoice, if acceptable shall be initialed and forwarded to the clerk for payment.

5. Exemptions

- Purchases of material, supplies or services exempt from the provisions of this policy include:
 1. Utilities
 2. Postage
 3. Payroll
 4. Publications
 5. Fuel oil and gasoline
 6. Office supplies required to perform job duties.
 7. Contract obligations to other governmental units.
 8. Fees paid to boards, commissions, or committees.
 9. Election Expenses including, voting machine maintenance, election inspectors, election supplies etc.
 10. Specialized goods or services available from only one source.
 11. Dues
 12. Trainings

13. Other contractual obligations or renewals thereof, provided services under the contract are at least equal to those specified in prior contract, and that costs increase no more than 5% per year.
14. Professional services from firms that have been previously vetted and approved by the board.

