

### ***Policy on Contracting for Goods and Services***

It is the policy of the Selectmen to have an open and competitive process engaged in the acquisition of goods and services coincident to the operation of the Department, and that department procurement and disposition of surplus equipment or property is accomplished in accordance with the Town Procurement, and Property Disposition Policy adopted May 21, 2001. The preponderance of goods and services necessary for the efficient and effective operation of the department can and shall be secured by a written agreement through a competitive bidding/quotation process where appropriate under the procurement policy.

Following the adopted town policy, the Director of Public Works will establish minimum specifications and quantity estimates for all goods and services acquired through this process unless otherwise approved. Where appropriate, the town will take advantage of other successful bid arrangements such as the State bid process.

Open-ended vendor relationships can be based upon general competitiveness, delivery capability, responsiveness, and discount/payment terms offered to the community when awarding incidental materials of the trade and consumables.

The Director of Public Works and his/her employees shall strictly adhere to the provisions of RSA 95 (Personal Interest in Business Transactions with the Public), which governs personal interest in business transactions with the public. When securing services involving the provision of specialized equipment, it may be necessary, with the approval of the Town Administrator (who will bring when necessary, the request with supporting documentation to the Board of Selectmen), to utilize the non-bid provisions as set forth in the Amherst Purchasing Policy. Otherwise, it is necessary to define a minimum size/capability while allowing for incidental differences between various brands of equipment.

It is essential that the Director of Public Works strive to achieve the maximum cost/benefit ratio when procuring the services of, or purchasing specialized equipment.

It is the policy of this department that employees shall not accept individual gifts from anyone doing business with the town or from any resident attempting to express gratitude to an individual employee. Employees may share menial expressions of thanks and gratitude with all department members (*e.g. baked goods, coffee, etc*).

*From the Town of Amherst's Policy and Procedure Manual, 2009.*