

# **MEDFIELD HOUSING AUTHORITY**

## **PROCUREMENT POLICY**

### **I. OBJECTIVE**

The objective of the Procurement Policy is to provide clear understanding between the Executive Director and the Board of Commissioners of the procedures for negotiating contracts and making purchases.

### **II. EXPENDITURES**

All expenditures by the Executive Director on behalf of the Authority shall be authorized as follows:

1. Any expenditures as previously approved by the Board in the current Fiscal Year Budget.
2. Any expenditure as specifically approved by the Board in applicable warrants.
3. Any expenditure as otherwise approved by the Board for specific contracts and purchases.
4. Any other expenditure without prior Board approval shall be limited to \$1000.00.
5. All expenditures to be made in accordance with all applicable laws and regulations.

### **III. STATEMENT OF PROCUREMENT POLICY**

1. Purchases and contracts for equipment, materials, supplies, or services, except for personal services, should be made in the following manner:
  - a. Executive Director or designated representative of the Authority may make purchases and contracts of less than \$1000.00 in amount. The Executive Director should solicit three price quotations to ensure that the price obtained is advantageous to the Authority.
  - b. For purchase and contracts from \$1,000.00 to \$10,000.00 the Executive Director or designated representative of the Authority must solicit at least three bids from suppliers. The Executive Director must keep on file a tabulation of solicitations made and quotations received.
  - c. For purchases and contracts in excess of \$10,000.00 the Executive Director or designated representative of the Authority shall invite bids by (1) advertisement in at least on newspaper of general circulation; or (2) mailing invitations to bid to all available dealers and notices posted in public places; or a combination of such methods. A tabulation of bids received must be retained.

d. For equipment and supplies included in Consolidated Supply Contracts, the Executive Director or designated representative of the Authority may purchase from the contract suppliers without any further solicitation or invitation of bids regardless of the amounts involved, (extremely rare for jobs over \$5,000.00) unless it is known that lower prices are available elsewhere.

e. All procurement of equipment, materials, supplies and repairs or services shall be documented. Expenditures under \$100.00 may be made from petty cash fund and shall be supported by receipts. Expenditures in excess of \$5,000.00 shall be authorized by formal contract except in the case of purchases made under a Consolidated Supply Contract. These purchases may be made by invoice, regardless of amount.

f. There shall be inserted in all contracts, and contractors shall be required to insert in all subcontracts, the following provision: "No member, officer, or employee of the Medfield Housing Authority during his tenure or for one year thereafter shall have any interest, direct, or indirect, in this contract or the proceeds thereafter."

2. For the purchases and contracts specified in paragraphs 1b and 1c above, lack of competition is permissible only when an emergency exists which permits no delay due to the possibility of injury to life or destruction of property, or when only one source of supply is available and the purchasing or contracting officer shall so certify. For work under \$10,000.00, the LHA should obtain three quotes; if over \$10,000, the Division of Housing and Community Development should be contacted. If an award is made without competition, a formal report of such award, together with a certification or statement justifying the lack of competition, must be made to the board.

3. The Executive Director should submit all bids at the next regular meeting and the Board must decide to whom the contract is to be awarded.

#### **IV. PUBLIC BIDDING PROCEDURES**

A summary of the Public Bidding Procedures for LHA's is as follows:

##### Type of Work

All types of construction or building related to work involving: (a) labor and materials; (b) labor only; or (c) materials only; with an Estimated cost under \$1,000.00

##### Bidding Procedures

Obtain 3 quotes; write a memo to file

All types of construction or building-related Work involving (a) labor & materials; (b) labor Only; or (c) materials only; estimated to cost over \$1,000.00 and under \$10,000.00

Obtain 3 written quotes

Purchase of construction or building related materials Only, estimated to cost in excess of \$10,000 and under \$25,000.00	Work publicly bid in accordance with MGL chapter 30, Sec. 39M
Building-related construction work involving labor and materials estimated to cost over \$10,000 and under \$25,000.00.	Work publicly bid in accordance with MGL Chapter 30, Sec. 39M
Non-building related construction such as leaching fields, site work, fencing, paving, parking areas, etc. estimated to cost more than \$10,000.00.	Work publicly bid in accordance with MGL Chapter 30, Sec. 39M.
Building related construction work involving labor and materials estimated to cost more than \$25,000.00.	Work publicly bid in accordance with MGL Chapter 149, Sec. 44A thru 44H inclusive.
Furnishings, equipment and supplies including such items as office furniture, copy machines, adding machines, vehicles, heating fuels, linens, Etc.	Refer to the procedures in section II – Expenditures
Emergency situation where LHA determines it necessary to seek a waiver from public bidding requirements of MGL Chapter 149, Sec. 44A-H	Contact DHCD to discuss possible waiver options. Likelihood of receiving waiver from public bidding is very Dubious, and is usually only granted for problems related to natural causes or disasters, not from delay or inaction in addressing problem.
Emergency situation in which the LHA finds it necessary to seek a waiver of the public bidding requirements of MGL Chapter 30, Section 39M.	Contact DHCD & Department of Labor Industries for emergency contract and bidding procedures.

**Policy Re-Adopted by the Medfield Board of Directors March 10<sup>th</sup>, 2015**