



TOWN OF MACHIAS

17 STACKPOLE DR. • P.O. BOX 418

MACHIAS, ME 04654



Procurement Policy

Policy Number: 3.7

Previously Approved on: 09/08/1994, 02/28/2007, 01/14/2015, 05/25/2016

Effective Date: 09/24/2025

Applies To: Town Manager, Department Heads, Finance Director, Select Board, and any personnel authorized to make purchases on behalf of the Town.

Purpose

The purpose of this policy is to ensure that all procurement activities conducted by the Town of Machias are transparent, fiscally responsible, consistent with state and federal laws, and aligned with the principles of full and open competition. This policy incorporates best practices derived from Uniform Administrative Requirements (2 CFR Part 200) where applicable, and ensures public funds are expended in a manner that reflects integrity, stewardship, and best value for taxpayers.

Authority & Applicability

Per 30-A M.R.S.A. §2636(7), the Town Manager is designated as the Purchasing Agent. The Select Board retains final approval authority for purchases above certain thresholds and may establish sealed bid requirements.

This policy applies to all purchases made using Town funds, including General Fund, Capital Projects, Special Revenue, Enterprise, and any federally funded programs or grants.

Spending Authorization & Thresholds

Amount	Requirements	Approval Authority
\$0 – \$2,500	No formal bidding required; documentation of pricing recommended.	Department Head
\$2,501 – \$5,000	Minimum of 3 quotes (written, catalog, or online); quote log maintained.	Department Head + Town Manager
\$5,001 – \$10,000	3 written quotes required.	Town Manager
\$10,001 – \$25,000	Formal written specifications; RFP or RFQ recommended. 3 written quotes required.	Town Manager & Select Board
Over \$25,000	Sealed bid process required. Advertised public bid, opened at public meeting.	Select Board

Procurement Methods

- A. Informal Purchases (\leq \$10,000)
 - a. Use sound judgment to ensure price reasonableness.
 - b. Obtain and document comparative quotes where possible
- B. Formal Purchases ($>$ \$10,000)
 - a. Use RFP, RFQ, or sealed bid based on nature of the goods/services.
 - b. Bids/RFPs must include clear scope, specifications, and evaluation criteria.
 - c. Sealed bids over \$25,000 must be publicly advertised, opened in public session, and awarded per the award criteria referenced below.
- C. Sole Source & Noncompetitive Procurement
 - a. Permitted only when:
 - i. The item is available from a single source.

- ii. An emergency does not allow time for competition.
- iii. Federal or state agency expressly authorizes.
- iv. Competition is determined to be inadequate after efforts to solicit quotes.
- v. All sole source justifications must be in writing and approved by the Town Manager and Select Board.

Award Criteria

Purchases are generally awarded to the lowest responsive and responsible bidder. However, the Town Manager or Select Board may consider the following in determining the best value:

- Total life-cycle cost (maintenance, warranty, energy usage, etc.)
- Availability of parts/service
- Vendor's performance history with the Town
- Contributions to local tax base and employment
- Compliance with insurance, bonding, and licensing requirements
- Environmental or sustainability factors

Cooperative Purchasing

The Town may participate in state or regional cooperative purchasing programs (e.g., State of Maine Division of Purchases, Maine PowerOptions, NASPO) when doing so provides cost savings or efficiencies. Competitive bidding requirements are deemed satisfied if a cooperative complies with procurement standards.

Emergency Purchases

The Town Manager may authorize purchases without formal bidding if immediate acquisition is necessary to protect life, health, property, or continued Town operations. Such purchases must be documented and reported to the Select Board at the next regular meeting.

Conflict of Interest

No Town official, employee, or agent may participate in the selection, award, or administration of a contract if a real or apparent conflict of interest exists, including benefit to self, family member, business associate, or employer.

Any potential conflict must be disclosed and addressed before proceeding.

Federal Procurement Compliance

- When using federal funds (e.g., ARPA, FEMA, CDBG), the following apply:

- Follow procurement thresholds in 2 CFR §200.320
- Conduct cost or price analysis for purchases over \$250,000 (Simplified Acquisition Threshold)
- Verify vendors against SAM.gov for suspension/debarment for contracts over \$25,000
- Retain documentation of procurement method, quotes, vendor selection, price justification, and contract

Suspension & Debarment Verification

When utilizing federal funds, the Town of Machias shall verify that any vendor, contractor, or subrecipient receiving a contract or purchase award of \$25,000 or more is not suspended, debarred, or otherwise excluded from federal procurement programs. Verification shall be conducted via the System for Award Management (SAM.gov) in accordance with 2 CFR §200.214 and 2 CFR Part 180.

For purchases below \$25,000, particularly those involving federal or grant funding, it is strongly recommended that staff also perform a SAM.gov exclusion check to ensure prudent vendor selection and reduce potential risk. Documentation of the check—such as a dated printout or screenshot—should be retained in the procurement file whenever conducted.

Documentation & Recordkeeping

- Procurement files must include:
 - Rationale for procurement method
 - Quotes, bids, or proposals received
 - Vendor selection justification
 - Pricing evaluation or analysis
 - Signed contracts or POs
 - Conflict of interest disclosures (if applicable)
 - Records shall be retained per the Town's Record Retention Policy and be available for audit.

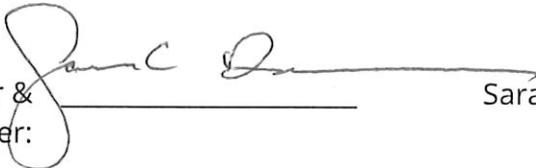
All vendors conducting business with the Town of Machias are required to complete the Town's Vendor Information Form and provide a current IRS Form W-9 on an annual basis. These documents ensure proper vendor setup, tax compliance, and verification of business

legitimacy. The Vendor Information Form is available at:
<https://forms.gle/Cmf9iiByoHmfWDez5>

Review & Updates

This policy will be reviewed annually by the Town Manager and Finance Director. Any revisions will be submitted to the Select Board for approval, particularly if federal or state threshold adjustments necessitate updates.

Reviewed by:

Town Manager & Treasurer:  Sarah Craighead Dedmon

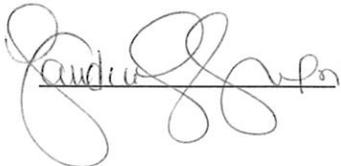
Finance Director & Deputy Treasurer:  Nicholas MacDonald

Approved by:

Select Board:

Jake Patryn, Chair

 Ben Edwards, Vice Chair

 Sandra Sinford, Member

Carole Porcher, Member

 Michael Hinerman, Member