

GREAT BARRINGTON HOUSING AUTHORITY  
2 Bernard Gibbons Drive, Housatonic MA 01236

**Statement of Procurement Policy (Board Approved 10/13/2020)**

1. Purchases and contacts for equipment, materials, supplies, or services, except for personal services, should be made in the following matter:
  - a. The Executive Director or designated representative of the Authority may make purchases and contacts of less than \$500 in amount. The Executive Director should solicit at least three price quotations over the telephone or email to ensure that the price obtained is advantageous to the Local Authority.
  - b. For purchases and contact from \$500 to \$5,000, the Executive Director or designated representative of the Authority must solicit bid orally, by telephone, by email or in writing from at least three suppliers, if so many be available in the locality. The Executive Director must keep on file a record of solicitations made and quotations received.
  - c. For purchases and contacts in excess of \$5,000, the Executive Director or designated representative of the Authority shall invite bids by: (1) advertisement in at least one 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 record 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) 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 \$25.00 may be made from the petty cash fund and shall be supported by receipts. Expenditures from \$25 to \$5,000 shall be authorized by the Executive Director. Expenditures in the excess of \$5,000 shall be made by formal contract except in the case of purchases made under a Consolidated Supply Contract.
  - 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 Great Barrington Housing Authority during his tenure or for one year thereafter shall have any interest, directs or indirect, in this contract or the proceeds thereof."

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 \$5,000.00, the LHA should obtain three quotes; if over \$5,000.00, the Division of Capital Planning and Operations (DCPO) 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 who the contract is to be awarded.

A summary of the Public Bidding Procedure for LHAs is as follows:

<u>Type of Work</u>	<u>Bidding Procedures</u>
All types of construction of building related work involving: (a) labor and materials; (b) labor only; or (c) materials only; with an estimated cost under \$500.	Obtain three telephone quotes; write a memo to file.
All types of construction or building-related work involving: (a) labor and materials; (b) labor only; or (c) materials only; estimated to cost over \$500 and under \$5,000.	Obtain three written quotes.
Purchase of construction or building related materials only, estimated to cost in excess of \$5,000.	Work publicly bid in accordance with M.G.L. Chapter 30, Section 39M.
Building-related construction work involving labor and materials estimated to cost over \$5,000 and under \$25,000.	Work publicly bid in accordance with M.G.L. Chapter 30, Section 39M.
Non-building-related construction work such as leaching fields, site work, fencing, paving, parking areas, etc. estimated to cost more than \$5,000.	Work publicly bid in accordance with M.G.L. Chapter 30, Section 39M.
Building-related construction work involving labor and materials estimated to cost more than \$25,000.	Work publicly bid in accordance with M.G.L. Chapter 149, Section 44A through 44H inclusive.
Furnishings, equipment and supplies, including such items as office furniture, copy machines, typewriters, adding machines, vehicles, heating fuels, linens, etc.	Refer to the procedures outlined on pages 21 and 22 of the Management Systems Handbook.

## Public Bidding Procedures (Continued)

### Type of Work

Emergency situation where LHA determines it necessary to seek a waiver from public bidding requirements of M.G.L. Chapter 149, Section 44A-H.

### Bidding Procedures

Contact Division of Capital Planning and Operations to discuss possible waiver options. Likelihood of receiving waiver from public bidding is very slim, and is usually only granted for problems related to natural causes or disasters, not from delay or inaction in addressing repair program.