



Town of Pittsfield
85 Main Street
Pittsfield, NH 03263
603-435-6773

PITTSFIELD BID POLICY

A. Bid Process.

- 1. Purchases in the amount of two thousand five hundred dollars (\$2,500.) and over must be approved by the Board of Selectmen after 3 competitive bids. The results of the 3 competitive bids required for purchases over two thousand five hundred dollars (\$2,500.) shall be submitted to the Town Administrator for review and submission to the Board of Selectmen for it's review and disposition. Consecutive purchases from the same vendor, for the same purpose, shall be considered one purchase.**
- 2. Bids shall be drafted by the Town Administrator in conjunction with the department requesting the purchase. The Town Administrator shall then handle the posting of the bid notices and serve as the contact person during the bid process.**

B. Bid Process Exceptions.

No competitive bids, as call for in Section A, shall be required when purchasing through the State of New Hampshire. The requirement for three (3) competitive bids may also be waived in specific instances by a majority vote of the Board of Selectmen. Waiver requests must be submitted, in writing, to the Town Administrator for review and submission to the Board of Selectmen for it's review and disposition.

C. Passage. This policy was adopted on July 12th 2005

Pittsfield Board of Selectmen:

Chairman, Thomas E. Marston

Arthur E Morse

Donna M Keeley