

**TOWN OF PITTSFIELD, N.H.  
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 three (3) competitive bids are obtained. The results of the three (3) competitive bids required for purchases over two thousand five hundred dollars (\$2,500) are to be submitted to the Town Administrator for review and submission to the Board of Selectmen for its review and disposition. Consecutive purchases from the same vendor, for the same purpose, shall be considered to be one purchase.
2. The Town Administrator assists the department requesting the purchase by reviewing the draft bid notice and may also handle the posting of the bid notices.

**B. BID PROCESS EXCEPTIONS**

No competitive bids, as called 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 its review and disposition.

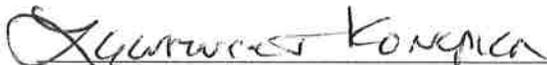
**C. EFFECTIVE**

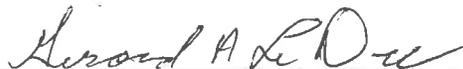
This policy shall take effect upon its passage.

**D. PASSAGE**

Adopted on July 12, 2005

Amended on October 4, 2016

  
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Lawrence J. Konopka, Chairman

  
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Gerard A. LeDuc, Vice Chairman

  
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James C. Allard

  
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Carl E. Anderson

  
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Carole A. Richardson

Pittsfield Board of Selectmen