



TOWN OF LAKEVILLE SELECT BOARD

PROCUREMENT POLICY

Adopted: June 14, 2021

Amended: November 8, 2021

Purpose: To establish purchasing standards and practices consistent with or exceeding State law, and to identify activities and reviews that are centralized for purposes of control within the Office of the Town Administrator and the activities that are decentralized to municipal departments.

Statutory Compliance

- Goods & Services - MGL Chapter 30B
- Designer Selection - MGL Chapter 7 §38 A½ -M
- Building Construction & Repairs - MGL Chapter 149 §44 A-M
- Public Works Construction - MGL Chapter 30 §39M

Chief Procurement Officer: As set forth in Section 26, subsection 2(J), the Town Administrator shall serve as the Chief Procurement Officer (CPO) of the Town. The CPO shall be responsible for the procurement of all supplies, equipment, and services, and for the award of all contracts. Certain duties may be designated to Department Heads, as allowed by MGL Chapter 30B §19. The Town Administrator may consider Statewide contracts or other cooperative purchase opportunities, and shall retain the sole authority to award and execute contracts, provided that procurements are conducted in compliance with this policy and Massachusetts General Laws.

Purchase Orders: It is Town policy that purchase orders shall be used for all purchases of \$1,000 or more, unless otherwise exempted. This process is administered by the Town Administrator, in coordination with Town Departments, Boards, and Committees. Purchase orders will be issued, provided that the purchase does not exceed budgets or available funds.

Further, it is Town policy that any employee who orders materials, supplies or services without proper approvals and adherence to the purchase order process can be held liable for payment.

Authorization Thresholds

- **Purchases up to \$1,000:** May be made by any Department Head or authorized designee. Purchase Orders are optional (not required).
- **Purchases between \$1,000 and under \$10,000:** Department Heads must use sound business practices.

- **Purchases between \$10,000 and \$50,000:** These purchases must follow applicable State statutes and be approved by the appropriate Department Head and the Town Administrator.
- **Purchases of \$50,000 or more:** State law requires formal written bids or proposals except where exempt by statute. Bids or proposals must be publicly advertised. The Town Administrator, as the Town's Chief Procurement Officer (CPO), is responsible for assurance that all documents have been created and all requirements have been met for each bid.