

**5.2. Local Vendor Preference:** Notwithstanding other grant restrictions or statutory requirements that supersede the competitive bidding requirements of this Policy, the Department Head or Town Administrator may recommend to the Town Administrator or the Selectboard (whomever has purchasing authority) that they award the bid contract to a vendor having his/her principal place of business in the Town of Allenstown subject to the following conditions:

1. Only a town-based business shall qualify for this preference. The term “town-based business” shall mean a business that has its principal business operations within the Town of Allenstown’s boundaries. The vendor shall provide adequate proof substantiating a bona fide principal place of business in Allenstown. Such evidence may include ownership papers, lease agreement, or proof of payment of local business property taxes.
2. The local bidder’s price shall not be more than 3% of the lowest qualified bid. If more than one qualified local business submits a bid, then the business with the lower bid shall receive the local preference.

**5.23 Exceptions .** The following exceptions are authorized exceptions to this policy in regards to purchasing.

- a. Vehicle and equipment repairs do not require the approval of a purchase order prior to commencement of the work.
- b. The purchase of salt or other roadway deicing agents does not require the approval of a purchase order. This includes winter sand for roadway traction.
- c. Road construction projects shall not require the approval of a purchase order.
- d. The purchase of the following does not require the approval of a purchase order;
  - i. fuel for vehicles & equipment
  - ii. fuel for heating buildings
  - iii. electric power service
  - iv. telecommunication services
  - v. cellular communication service
  - vi. water & sewer service
  - vii. Welfare payments (rent, fuel, medicinal aid, electric power, etc...)

**5.34 Single Source Purchasing.** The official requesting the purchase order must submit documentation to justify why technical characteristics inherent in the item or service make it essential to purchase the particular good or service by this method.

Written documentation of some form of price or cost analysis is required on all sole source purchases with an aggregate expenditure over \$2,000. Appropriate documentation may include copies of price lists, advertised pricing, price estimate documents to include quotes for goods and services.

Final responsibility in determining whether an item or service is proprietary and may only be purchased from a sole source rests with the Board of Selectmen. Section 6.0: Implementation To facilitate conduct in accordance with this policy, a copy of this policy shall be made available to department heads, employees, volunteers, board and committee members, appointed or elected to office and at such other times as may be necessary.