TOWN OF CORINTH, VERMONT PURCHASING POLICY
SECOND AMENDMENT
Original Policy Adopted August 15, 2018,
First Amendment March 19, 2024
Second Amendment July 14, 2025

Amendment, Purpose. This second amendment to the Purchasing Policy ratifies the policy as amended March 19, 2024 and incorporates, by amendment, the following provisions. The intended purpose of the amendment is to (a) establish a requirement for request for proposals (RFP) for purchases of more than $300,000 using the Town of Corinth's funds; (b) provide a table of Corinth's bid and sealed bid requirements to be used as a summary of the policy; (c) incorporate the Town's policy for payment of vendors; and (d) adopt a form for bid acceptance, attached as Schedule 1.

Purchasing Authority, Major Purchases. The provision under "Major Purchases" in the existing policy that states:

> For all major purchases with a value between $3,500.01 and $300,00.00, price and rate quotations shall be obtained from at least two qualified vendors to ensure that the Town has received a fair and reasonable price.

The same provision is hereby amended to include the following sentence:

> All purchases that exceed a value of $300,00.00, or are construction projects, funded with the Town's tax dollars must follow a sealed bid process as outlined below.

Purchasing Authority. Purchasing Agents. Purchasing Agents are responsible for ensuring that the best possible price and quality are obtained. The provision under "Purchasing Agent" states that the following employees are designated to act as Purchasing Agents for the Town: 1. Town Treasurer, 2. Town Clerk, 3. Highway Foreman, and 4. Lister, Chair. The list of town employees that are designated to act as Purchasing Agents for the Town is amended to include: 1. Town Treasurer, 2. Town Clerk, 3. Highway Foreman, 4. Head Lister and 5. Town Facilities Manager.

Summary Table of Bid and Sealed Bid Requirements. The requirements for bids under the Purchasing Policy are summarized as follows:

Purchase Amount	Funding Source	Quotes Required	Prior Approval Needed	RFP/Sealed Bid Process
$3000-$150,000	Federal	Two or more qualified quotes (in writing)	Selectboard	No
$3501-$300,000	Town	Two or more qualified quotes (in writing)	Selectboard	No
Over $300,000	Town	RFP/Written bids	Selectboard	Yes
Over $150,000	Federal*	RFP/Written bids	Selectboard	Yes
Any amount used for construction project	Federal* or Town *as required by grant or regulation	RFP/Written bids	Selectboard	Yes

Policy for Payment of Services. The Purchasing Policy hereby incorporates the Town of Corinth Policy for Payment of Services Rendered, dated December 27, 2007, as follows:

All necessary forms must be completed and returned to the Corinth Town Treasurer or designated representative before payment will be issued for any and all services rendered by the vendor. Required forms include (but are not limited to):

a. IRS Form W-9 Request for Taxpayer Identification.
b. Current Certificate(s) of Insurance, naming the vendor as the policy holder and the Town of Corinth as an additional insured, including effective date of each policy and coverage limits not less than $1,000,000, individually or in the aggregate, to cover
    i. General Liability
    ii. Automobile and Property Liability
    iii. Workers Compensation and Employer Liability
    iv. Any other coverage required by the accepted bid
c. A written invoice specifying the name and address of the vendor, the date of the bid, the work completed and signed by a representative of the Town supervising the project or work.
d. The approved and completed form of bid acceptance described below, signed by an authorized representative of the vendor and a Purchasing Agent or Selectman for the Town.

Form of Bid Acceptance. The Purchasing Policy and its process for bid selection, whether or not by sealed bid, will incorporate the bid acceptance form attached here as Schedule 1. It is the policy of the Town to complete the bid acceptance form, to be signed by the bidder and the authorized Purchasing Agent or Selectman, prior to the commencement of the work in the approved bid.

Adopted by the duly elected Selectboard of the Town of Corinth at a public meeting held July 14, 2025.

Signed Corinth Selectboard

/s/ Holly Groschner, Chair

/s/ Stephen Devoto

/s/ Carl Demrow

Schedule 1
TOWN OF CORINTH BID ACCEPTANCE CHECKLIST

Completion of this form with signatures of the authorized parties is required to demonstrate acceptance of a bid by the Town of Corinth. The terms of this checklist are incorporated into the accepted bid.

1. Name and Address of Bidder: _____
2. Date of Bid (attach bid): _____
3. Bidder contact person/principal: _____
4. Telephone number and email address: _____
5. Date of Selectboard acceptance: _____
6. Name of Town Representative/ Purchasing Agent: _____
7. Total Amount of Bid: _____
8. Agreed Completion Date: _____
9. Certificate of Insurance Received by _____
10. W-9 Received by _____ _____
11. Are any changes to the bid agreed to by the Town of Corinth? __ yes __ no
12. If yes, attach written description of the change(s) to this Checklist.

A. Bidder acknowledges that payment of invoices are subject to authorization of the Selectboard at its regular monthly financial meeting, normally held the second Monday of each month. Invoices to be paid must be accepted by the Town's representative and delivered to the Treasurer's office not less than one week prior to the financial meeting.

B. In the event either party fails to meet obligations outlined in the bid agreement the other party shall deliver a written notice of breach. The Town's representative may provide notice of failure of performance on behalf of the Town. The party alleged to be in breach shall remedy the breach within 30 days or the agreement may be terminated. The Town's liability under the bid agreement is capped at the total bid amount, with no interest due.

C. Bidder, their employees, agents and subcontractors, are independent contractors. Bidder shall carry workers compensation, liability, property and casualty insurance, which insurance shall be in full force and effect for the duration of performance of the bid. The amounts of insurance policies shall include coverage of $1million in each category or by umbrella, or more as required by the bid. Vendor indemnifies the Town for casualties, claims or damages arising from the performance of the bid. The Town is not liable for claims by the Bidder's employees, agents or subcontractors, for the cost of equipment used or damaged, or injuries incurred by Vendor's in performance of the bid agreement.

D. Bidder may not subcontract or assign performance of the bid unless an authorized representative of the Town agrees to subcontract or assignment in writing.

E. The parties consent to the jurisdiction of the Orange County Superior Court for all disputes within its jurisdicition. The laws of the State of Vermont shall be applied.

Accepted:

Bidder's Signatue: _____ Date: _____

Town's Signature: _____ Date:_____