



Town of Windham

Town Offices
8 School Road
Windham, Maine

Cover Sheet

File Number: 20-070

Agenda Date: 3/10/2020

Version: 1

Status: Agenda Ready

In Control: Town Council

File Type: Order

Agenda Number:

I. Council Action Requested.

To adopt amendments to the town's purchasing policy.

II. Basis for Council Action.

Council approval of this item is required because;

- a. Article II, Section 3 (I) of the Charter gives the Council the authority to "Exercise all the legislative, financial, borrowing and other powers or hereafter given by statute to inhabitants of towns acting in Town Meeting..."
- b. Article III, Section 2(A)(9) of the Charter provides that "the Town Manager shall act as purchasing agent for all departments of the Town and provide for cooperative purchasing arrangements where feasible, and shall submit to competitive bids any transaction in excess of the amount set by order of the Council," and
- c. This article contemplates the adoption or amendment of policies regarding the town's purchasing practices.

III. Issue Summary.

Please refer to the attached policy shown in the attachment in mark-up form which has proposed amendments to Section 5. Purchase Limits, Section 6. Competitive Purchasing, and Section 10. Duties of Department Heads.