

CAPITOL REGION PURCHASING COUNCIL
RULES OF PROCEDURE
AS OF (October 24, 2006)

I **AUTHORIZATION**

The Capitol Region Purchasing Council exists as an apparatus for effecting voluntary cooperative purchases under the auspices of the Capitol Region Council of Governments.

II **FUNCTIONS**

1. Supplement and complement the purchasing Process in the Capitol Region Municipalities.
2. Organize voluntary cooperative purchases of supplies, services, equipment and materials which will result in substantial savings to Municipalities in the Capitol Region.
3. Serve as a central clearinghouse for the exchange of information affecting purchasing knowledge and experience among the Municipalities of the Capitol Region.
4. Assist Capitol Region Municipalities in the disposal of surplus and obsolete supplies, equipment and materials.
5. Encourage environmentally preferred purchasing.
6. Cooperate with other state, regional and local organizations in matters concerning purchasing.

III. **MEMBERSHIP**

1. Each Municipality in the Capitol Region shall be eligible to participate in the activities of the Capitol Region Purchasing Council.
2. Each participating Municipality shall designate a representative to the Purchasing Council. This representative should be

involved in and have control over purchasing for his or her Municipality.

3. Each Municipality shall have one vote in all Purchasing Council decisions.
4. Municipalities not members of the CRCOG shall be subject to annual fees as set by the CRPC Executive Committee (see Attachment A).

IV **MEETINGS**

The Chairman shall call one regular meeting each year to be held in October or as near as possible to this date if there are conflicts. The annual meeting will be held at such place as is designated by the Chairman. Other meetings may be called by the Chairman at his discretion if important matters require action.

V **OFFICERS AND THEIR ELECTION**

1. There shall be a Chairman and a Vice-Chairman, and three at-large Executive Committee members who shall be elected by a majority vote at an annual meeting for a term of two years in each case. In case of a vacancy, the CRPC Executive Committee will appoint a replacement for the remainder of the term.
2. There shall be an Executive Committee composed of the Chairman, Vice-Chairman, and three Executive Committee members comprised of members of the Purchasing Council.

IV **RESPONSIBILITIES OF CAPITOL REGION COUNCIL OF GOVERNMENTS**

The Capitol Region Council of Governments will be responsible for providing a suitable staff which will oversee the necessary detail of cooperative bid invitations and the issuance of purchasing information to each of the members of the Capitol Region Purchasing Council.

The Capitol Region Council of Governments will be responsible for annually budgeting sufficient funds to house and retain the staff necessary for the implementation of the Purchasing program. The budget shall also provide for overhead items, i.e., supplies, copying, postage, etc. The Purchasing Staff will relieve the Municipalities of all detail in connection

with the cooperative bids except for the information necessary to be furnished by the Municipalities regarding their requirements.

VII **REQUIREMENTS OF REPRESENTATIVES**

1. Representatives shall promptly submit annual purchasing requirements and specifications for specific items when requested by the Purchasing Staff.
2. Representatives may decline to participate in any cooperative bid if it is in the best interests of their Municipality to do so.
3. Representatives participating in any cooperative bid invitation may reject any bid or part thereof. However, it will be expected that the low bid will be accepted unless there is a very strong reason for rejection.
4. Representatives will notify the Purchasing Staff of the names of any vendors to whom bid invitations should be sent. They will also keep the Purchasing Staff advised of any vendor whom they deem to be irresponsible, giving reasons for their opinions.
5. Representatives shall notify the Purchasing Staff immediately of failure on the part of any vendor to perform satisfactorily within the requirements and specifications of a bid. The purchasing Staff shall be empowered to take any and all steps necessary, in cooperation with the Municipality, to correct any such failures.

VIII **RESPONSIBILITIES OF THE PURCHASING STAFF**

1. Prepare bid specifications through consultations with representative vendors and specialists in the respective commodities and/or services.
2. Develop a list of vendors to whom invitations will be sent.
3. Send inquiries to each representative to determine those municipalities interested in the particular bid invitation and asking for their annual requirements and any other information that will be necessary in connection with the preparation of bid invitation.
4. Collect all information from participating Municipalities, summarize, prepare bid invitations including items covered, specifications, etc. mail invitations to pre-established list of vendors and advertise bid invitation. In general, one advertisement shall appear not less than two weeks prior to the bid opening.
5. Open, tabulate and send bid summaries to all Representatives regardless of whether they have participated in the invitation. In addition, copies of the individual bids will be sent on request to participating Municipalities.
6. Keep the Representatives advised of State of Connecticut contracts which have been extended to the political subdivisions.
7. Communicate any other pertinent purchasing information to the Representatives.
8. Cooperate with any Representatives in investigating any purchasing matter and actively assist and advise any Representative in the solution of a purchasing problem.
9. Maintain files of all bids, meeting minutes, etc., relative to purchasing matters in the Region.
10. Provide a Secretary for the Purchasing Council.

IX **RESPONSIBILITIES OF THE CHAIRMAN AND VICE-CHAIRMAN**

The Chairman, and in his absence, the Vice-Chairman shall:

1. Assure that notices of all meetings are prepared and mailed to all representatives advising of meeting dates and locations at least one week prior to the meeting
2. Preside at all meetings of the Capitol Region Purchasing Council.
3. With the concurrence of the Purchasing Staff, have the authority to add to or delete items from the list of cooperative bids.
4. Call a meeting of the Purchasing Council at any time if it appears that there are urgent matters requiring action.
5. One month in advance of a meeting at which officers are to be elected, appoint three members to act as a nominating committee to present at the meeting the names of a Chairman, Vice-Chairman and three names for the Executive Committee.

X **RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE**

1. To advise the Purchasing Staff in the development or revision of specifications.
2. To review any proposed action by the Purchasing Staff to disqualify a bid.
3. In general, to act on behalf of the Purchasing Council in situations where there is insufficient time to call a meeting of the Purchasing Council. Any actions taken in this regard must be followed by prompt notification of the Membership.
4. Review any proposed amendments to the Rules of Procedure.

XI **QUORUM**

Business may be transacted at any Purchasing Council meeting upon an affirmative vote of the majority of those members present.

XII **AMENDMENTS TO RULES OF PROCEDURE**

Amendments may be proposed by any member at any time in writing addressed to the Chairman. When possible, votes will take place at the CRPC Annual Meeting. Alternatively, the Chairman may refer the proposed amendment to the Executive Committee and ballots will be mailed to all members for their approval or disapproval of the changes. In mailing the ballots, a statement of approval or disapproval by the Executive Committee shall be enclosed. A simple majority of the ballots returned shall determine whether the amendment shall be adopted.

Revised October 24, 2006

Attachment A

Capitol Region Purchasing Council
Non-CRCOG Member Fees

Year	Per Capita Fee	Minimum Fee	Maximum Fee
2006-2007	.0565	\$500	\$5,000
2007-2008	.0678	\$750	\$5,000

*All fees are invoiced in the spring and due by the end of the fiscal year (June 30th).