

TOWN OF FAIR HAVEN
Bid Opening Policy

The Fair Haven Selectboard establishes the following policy for Bid Opening Procedures. The purpose of the policy is to regulate and control who may open bids before the Selectmen agree on a bidder.

The Selectboard reserves the exclusive right to open all bids for services, supplies and equipment, which the Town of Fair Haven has solicited.

- The Selectboard shall open all received bids, after the receipt deadline has passed, at a scheduled public meeting.
- Upon opening all bids, the Selectboard may choose to give all received bids to the Town Manager to determine if all bids are consistent with the RFP (Request For Proposal) and prove all math calculations and assumptions.
- The Town Manager shall meet (if necessary) with the relevant department head(s) to analyze all bids, make an "apples-to-apples" comparison and place into a matrix for Selectboard review. The matrix shall clearly indicate the low bid(s) as well as inconsistencies with bidder math or assumptions. The Town Manager shall have the right to contact any/all bidder(s), solely for the purpose of clarifying mathematical calculations and/or assumptions made by the bidder.
- Town Manager will then present to the Selectboard, at the next scheduled Selectboard meeting, all bids which are consistent with the RFP, including the comparison matrix.
- Although the Town Manager may choose to make a recommendation to the Selectboard, the Board reserves the exclusive right to award a bid based upon available information.

Adopted by the Board of Selectmen this 25th day of January, 2011

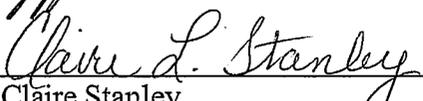
Board of Selectmen


Ron Adams (chair)


Ray Bunker


Julie Ellis


Jeff Sheldon


Claire Stanley