

SOLID WASTE ALLIANCE COMMUNITIES (SWAC)  
PROCUREMENT POLICY

The purpose of this Purchasing Policy is to obtain the highest quality goods and services for the Solid Waste Alliance Communities at the lowest possible price, to exercise financial control over the purchasing process, to clearly define authority for the purchasing function.

The Solid Waste Alliance Communities maintains a list of approved service providers. The list has been compiled over many years of ongoing working relationships with the service providers. The list contains service providers characterized by a high degree of professional judgment and discretion including but not limited to insurance, hazardous waste, outreach, educational services and organization memberships. In some cases, the service provider is the only available or qualified provider for the service.

In that the options for these types of providers in Vermont is extremely limited, in some cases, the service providers on the list are the only providers offering service.

The Chair, after consultation with the Executive Committee and Administrator, has the authority to make and sign all contracts and agreements, in the name of the Solid Waste Alliance Communities and perform all the duties incident to the position and office and which are required by law. The Chair shall have authority to sign checks when the Treasurer is not available or is precluded from issuing checks as described below.

All invoices shall be submitted to the Chair for review and approval. The Chair will direct the Treasurer to issue payment.

During the absence or inability of the Chair to render or perform his/her duties or exercise his/her powers the same shall be performed and exercised by the Vice-Chair who, when so acting, shall have all the powers and be subject to all the responsibilities hereby given to or imposed upon such Chair.

Treasurer: The treasurer shall have the care and custody of the funds and securities of SWAC. They may sign, make or endorse, with the consent of, and in the name SWAC, all checks, shall keep accurate financial records for account(s) of all its business and transactions, and shall perform all duties pertaining to the office of treasurer. The treasurer shall not issue checks to his/her self or to the town he/she represents. In this case, checks shall be signed by the Chair.

The Solid Waste Alliance Communities Executive Committee consists of duly elected officers (Chair, Vice- Chair, Secretary, and Treasurer). The Executive Committee has the responsibility and authority to make necessary decisions, including choosing service providers and entering into contracts, between the regular meetings of the representatives.

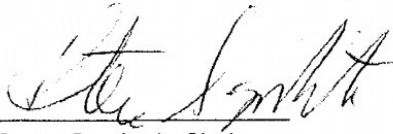
If the need arises to choose a new service provider, the Executive Committee shall solicit quotes from at least two service providers. The Executive Committee shall select providers based on cost, the quality of the goods and services offered, and the ability, capacity, and skill of the service provider.

SWAC reserves the right at its sole discretion to reject any and all quotes, wholly or in part, to waive any informalities or any irregularities therein, to accept any quote even though it may not be the lowest bid, to call for requotes, to negotiate with any provider, and to make an award which in its sole and absolute judgment will best serve SWAC's interest. SWAC reserves the right to investigate the financial responsibility of any service provider to determine his or her ability to assure service to SWAC throughout the term of the contract. SWAC also reserves the right to consult with outside sources to determine the ability of a service provider to perform the requirements of the proposal.

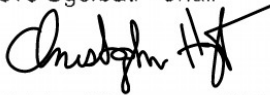
The Administrator has the authority to apply for and sign grant applications in the name of the Solid Waste Alliance Communities.

Purchases are not allowed by any representative, officer, or administrator without prior approval of the Chair.

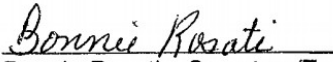
The foregoing Policy is hereby adopted by the Solid Waste Alliance Communities, this 14 day of September, 2020, and is effective as of this date until amended or repealed.



Steve Sgorbati- Chair



Chris Hoyt - Vice Chair



Bonnie Rosati - Secretary/Treasurer