

Chapter 37

PURCHASING

- § 37-1. **Services rendered by officers or employees of town.**
- § 37-2. **Additional compensation prohibited.**
- § 37-3. **Awarding of contracts.**
- § 37-4. **(Reserved)**
- § 37-5. **Posting of bond.**
- § 37-6. **Proposals.**

[HISTORY: Adopted as Art. 5 of the revised bylaws of Halifax. Amendments noted where applicable.]

GENERAL REFERENCES

Committees - See Ch. 13.
Finances - See Ch. 23

- § 37-1. **Services rendered by officers or employees of town.**

No town officer and no salaried employee of the town or any agent of any such officer or employee shall sell materials or supplies or furnish labor to the department of the town of which he is such officer or employee, whether by contract or otherwise, unless by written instruction of the Board of Selectmen.

- § 37-2. **Additional compensation prohibited.**

No town officer and no salaried employee shall receive compensation for work done or service performed by him for that department of the town of which he is such officer or employee, except his official salary and fees allowed by law.

- § 37-3. **Awarding of contracts. [Amended 11-3-1963 ATM, Art. 68; 3-4-1968, ATM, Art. 48; 5-10-1982 ATM, Art. 31; 9-10-1990 STM, Art. 7; 5-8-2000 ATM, Art. 60; 11-13-2000 STM, Art. 25]**

- A. The procurement of all town supplies and services shall be in accordance with Chapter 30B (State Procurement Law) of the Massachusetts General Laws.
- B. All contracts, except those for the Halifax School Department, must be reviewed and approved by Town Counsel, before the contract is executed.

C. All contracts, except those for the Halifax School Departments, must be signed by the Chief Procurement Officer or the Chief Procurement Officer's designee, before the contract is executed.

D. All contracts, except those for the Halifax School Department, must be signed by a majority of the Board of Selectmen or their designee, before the contract is executed.

§ 37-4. (Reserved). Editor's Note: Former § 37-4, Purchase Orders, was repealed by 5-8-2000 ATM, Art. 61.

§ 37-5. Posting of bond. [Amended 9-28-1998 STM, Art. 22]

Any contract exceeding the sum of \$20,000 entered into by any authorized town official or department for or in behalf of the town shall, if any payment of funds is to be made before the completion of said contract, require posting of a suitable bond or security to cover the contract.

§ 37-6. Proposals.

Any town officer, committee, board or department head may, as far as practicable in keeping with the provisions of § 37-3, call for proposals in advance of an appropriation, provided that, in any contract awarded to a successful bidder, it shall state "Subject to an appropriation being made by Town Meeting vote," which shall appear as a condition to the proposal.