

**How to Do Business with  
the Town of Groton, CT**



**General Information for Suppliers and Contractors.**

Prepared by the

**Town of Groton  
Purchasing Division  
Finance Department**

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## INTRODUCTION

This guide is an information resource to assist suppliers in conducting business with the Town of Groton. It does not replace or supersede the terms and conditions set forth in any specific Invitation to Bid or Request for Proposals. Suppliers and contractors must follow the instructions, specifications, and terms and conditions set forth in individual solicitations.

**NON-BINDING NATURE OF THIS PUBLICATION.** This publication is designed solely to provide general information to those suppliers and contractors desiring to sell products and services to the Town of Groton. As such, it is not binding in either a legal, statutory or regulatory sense. The procurement activity of the Town of Groton is performed in accordance with applicable laws, the Town Charter, the Town of Groton Purchasing Manual, and other rules and regulations which govern the information in this publication. **This publication does not have the force or effect of any law, rule or regulation, and should not be solely relied upon by respondents in determining their actions.**

**PURCHASING GOALS.** The principle objective of the Purchasing Division is to acquire quality goods and services from the lowest responsive and responsible respondents who comply with the specifications and terms and conditions requested and have the capacity to fulfill such obligations. In an effort to stimulate competition, we are providing all interested suppliers and contractors an opportunity to offer their products and services to the Town of Groton. We are constantly looking for new sources of supply and encourage suppliers and contractors to register with the Purchasing Division.

**PURCHASING REGULATIONS.** The Town of Groton's Purchasing Manual and the Town Charter describe the rules and regulations that are applicable to the operation of the Purchasing Division and detail the duties, functions and authority of the Purchasing Agent.

## **HOW TO OBTAIN A BID OR PROPOSAL NOTICE**

The Purchasing Division post bids/proposals on the Town's website at [www.groton-ct.gov](http://www.groton-ct.gov) and on the State of Connecticut website at [https://biznet.gov/scp\\_search/default.aspx?Acclast=2](https://biznet.gov/scp_search/default.aspx?Acclast=2).

You may express your interest in selling your products or services to the Town of Groton in writing on your company letterhead (fax and email requests are acceptable). The Town of Groton will use reasonable efforts to include your firm in the bidding purposes, but it has no legal duty to do so. Based upon the information provided in your letter or fax, the Town will make every effort to include your firm on the email for the solicitation in question. No guarantee or warranty is made that you will be included in the emailing of solicitations.

**CHANGES IN VENDOR INFORMATION.** It is your responsibility to keep the Purchasing Division informed of any changes to your company information such as a new company address, telephone number, etc. Changes in supplier information on file with the Purchasing Division (such as company name, address, products/services offered) can only be accomplished by contacting the Purchasing Division Office in writing. The written communication shall include your company name, address, telephone number, and the specific information being changed.

**QUALIFICATIONS OF BIDDERS.** Qualifications of Bidders are not reviewed prior to placement on a bidders list and placement on a mailing list does not mean that the Purchasing Division considers your firm to be a "responsive/responsible" bidder. The Purchasing Division reviews these criteria on a solicitation-by-solicitation basis.

## **OTHER METHODS OF PUBLIC NOTICE FOR BIDS**

**ADVERTISEMENTS.** All prospective purchases for products or services in excess of \$15,000 are posted on the Town of Groton's website as well as on the State of Connecticut Department of Administrative Service's web portal.

### **PURCHASING GUIDELINES FOR SECURING PRODUCTS & SERVICES**

Town of Groton Departments are required to purchase goods and services with a purchase order or other procurement authorization issued by the Purchasing Division. Vendors must not accept any verbal or written orders for products or services unless they receive a purchase order from the Town of Groton or other evidence that the purchase has been authorized by the Purchasing Division. Failure to have a valid purchase authorization can result in non-payment of an invoice. **The Town accepts no liability for purchases made by its employees without a valid Purchase Order or other procurement authorization issued by the Purchasing Division.**

**PURCHASES UP TO \$500.00.** Authorization obtained from the Purchasing Agent.

**PURCHASES FROM \$500.01 TO \$7,500.00.** Require at least three (3) verbal or written quotes with decision up to Purchasing Agent.

**PURCHASES FROM \$7,500.01 TO \$15,000.00.** Must have a minimum of three (3) **written** quotes with decision up to Purchasing Agent.

**PURCHASES OF \$15,000.00 AND OVER.** Must issue an Invitation to Bid/Request for Proposals.

**Thank you for your interest  
in doing business with the  
Town of Groton, CT**

