

1 THE TOWN OF COVENTRY
2
3

4 **ORDINANCE OF THE TOWN COUNCIL**

5
6 IN AMENDMENT OF THE TOWN OF COVENTRY CODE OF ORDINANCES,
7 2008 PART II – GENERAL LEGISLATION,
8 CHAPTER 56, ARTICLE I – General Provisions
9

10 **Ordinance No. 2026-05**

11
12 *The Town Council of the Town of Coventry hereby ordains as follows:*

13
14 **Section 1.** The Town of Coventry Code of Ordinance, Part II General Legislation is hereby
15 amended by amending the following Chapter and Sections of Article I:

16
17 **Article I, Chapter 56 — Purchasing (General Provisions)**

18
19 **§ 56-10 Competitive bidding.**

20
21 A. Generally.^[1]

22
23 (1) Except in the case of contracts for professional services, before the Town makes any purchase
24 of or contract for supplies, materials, equipment and contractual services or work to be performed
25 in excess of \$5,000, opportunity shall be given for competitive bidding after public notice, under
26 such rules and regulations and with such exceptions as the Council may prescribe. No such
27 transaction which is essentially a unit shall be defined into a series of orders for the purpose of
28 circumventing the requirement of this section for competitive bidding.

29
30 (2) All such purchases or contracts for more than \$5,000 shall be awarded to the lowest responsible
31 bidder, except that the Purchasing Agent may be directed by the Council to reject any and all bids
32 and then to readvertise for bids.

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34 (3) All sales of personal property of the Town which has become obsolete and unusable, and the
35 estimated value of which exceeds \$5,000, except trade-in personal property, shall be accomplished
36 by formal contract to the highest responsible bidder after due notice inviting proposals has been
37 published as required by law.

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39 [1] Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).

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41 B. Notice inviting bids.

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43 (1) Notice inviting bids shall be published at least once in a newspaper having general circulation
44 in the Town, at least five working days preceding the last day set for the receipt of proposals.
45

46 (2) The newspaper notice required in this subsection shall include a general description of the
47 articles to be purchased or sold, and shall state where bid blanks and specifications may be secured
48 and the time and place for opening bids.

49
50 C. Solicitation of bids from bidders' list. The Purchasing Agent shall solicit sealed bids from all
51 responsible prospective suppliers who have requested their names to be added to a bidders' list,
52 which the Purchasing Agent shall maintain, by sending them a copy of the newspaper notice
53 provided for in Subsection B of this section, or such other notice as will acquaint them with the
54 proposed purchase or sale. In any case, invitations sent to the vendors on the bidders' list shall be
55 limited to commodities that are similar in character and ordinarily handled by the trade group to
56 which the invitations are sent.

57
58 D. Bid deposits. When deemed necessary by the Purchasing Agent, bid deposits shall be prescribed
59 in the public notices inviting bids. Unsuccessful bidders shall be entitled to return of an acceptable
60 form of "Financial Security" as authorized and defined in the Town of Coventry Code of
61 Ordinances, Part II General Legislation, Chapter 123 ~~surety~~ where the Purchasing Agent has
62 required such. A successful bidder shall forfeit any Financial Security ~~surety~~ required by the
63 Purchasing Agent upon failure on his part to enter into a contract within 10 days after the award.

64
65 E. Sealing and identification of bids. Bids shall be submitted sealed to the Purchasing Agent and
66 shall be identified as bids on the outside of the envelope.

67
68 F. Opening of bids. Bids shall be opened in public at the time and place stated in the public notices,
69 and the opening shall be witnessed.

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71 G. Bid tabulation. A tabulation of all bids received shall be made, and shall be available for public
72 inspection.

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74 H. Rejection of bids; readvertising.

75
76 (1) The Town Manager shall have the authority to reject any and all bids of \$1,000 or less. If the
77 bid is in excess of \$1,000, the Town Council reserves the right to reject any and all bids and then
78 to readvertise for bids.

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80 (2) If the lowest and best bid exceeds the budgeted amount and the Town Council does not make
81 additional funds available, the appropriate authority designated in Subsection A of this section
82 shall have the power to readvertise for bidding after making sufficient changes in the project plan
83 to bring this cost within the limit of money available.

84
85 (I) Disqualification of bidders. The Purchasing Agent shall have the authority to declare vendors
86 who default their quotations irresponsible bidders and to disqualify them from receiving any
87 business from the Town for a stated period of time.

88
89 (J) Waiver of irregularities in bids. The Town Council shall have the authority to waive any and
90 all irregularities in formal bids.

91

92 **§ 56-10 Competitive bidding.**

93
94 A contractor or vendor shall provide a an acceptable form of “Financial Security” as authorized
95 and defined in the Town of Coventry Code of Ordinances, Part II General Legislation, Chapter
96 123 ~~corporate surety bond from a surety company authorized to do business in the state~~ to
97 guarantee the full and faithful performance of his contract obligations and the payment of labor
98 and material expended pursuant to the contract, whenever and in such amounts as is deemed
99 necessary by the Purchasing Agent. All such acceptable forms of “Financial Security” as
100 authorized and defined in the Town of Coventry Code of Ordinances, Part II General Legislation,
101 Chapter 123 ~~bonds~~ shall be approved as to form by the Town Solicitor.

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103 **Section 2.** This ordinance shall take effect upon its passage and final adoption.
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138 Approved as to Form:

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141 _____
Town Solicitor

Date

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143

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145 Introduced by/Pursuant to:

Council

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147 Referred to/for:

First Reading of the Ordinance on _____, 2026

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Planning Commission for recommendation on _____, 2026

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Public Hearing before the Town Council on _____, 2026

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154 Passed or Denied on a vote of _____

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157 _____
John-Paul A. Verducci – Town Council President

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160 Approved:

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163 _____
Daniel O. Parrillo – Town Manager

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166 Certification Actions by Town Clerk:

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168 _____