

Purchasing General Information & Administration

The Town of Waterford Purchasing office protects the interests of the Town of Waterford taxpayers and is responsible for assuring fair and equitable treatment to all vendors. The Purchasing Agent is charged with the responsibility of procurement of all supplies, materials, and equipment required and contracts for all services. All competitive solicitations are also handled by the Purchasing Agent.

The Town of Waterford Purchasing Department is a member of several professional purchasing organizations:

National Institute of Government Purchasing (NIGP)

<http://www.nigp.org/eweb/>

The Public Purchasing Association of Connecticut (PPAC)

<http://www.ppac.us/>

Capitol Region Council of Governments

http://www.crcog.org/purchasing%20_coun/index.html

Government Finance Officers Association <http://www.gfoa.org/>

The Purchasing staff adheres to strict ethical standards in accordance with the NIGP Code of Ethics, as well as the legal and ethical requirements outlined in the Town of Waterford Purchasing Policy and Procedures.

Vendor Information

- The Town does not maintain a vendor list, you can forward your company information to the Purchasing Agent and the information will be forwarded to the appropriate user department(s).
- All Purchases made by the Town must have an applicable purchase order number as stated in the purchasing guidelines.
- The Town is a tax exempt public agency, taxes are not to be included in any proposal.