



# **Town of Bristol**

## **Barter Exchange Policy**

**Adopted: January 30, 2014**  
**Current Revision: April 29, 2021**

**Barter Exchange Policy**  
**TOWN OF BRISTOL**  
**Effective as of March 18, 2017 (“Effective Date”)**  
**Amended, April 29, 2021**

**Adopted:**

The Barter Exchange Policy was adopted by the Select Board on January 30, 2014. This current revision was adopted by the Bristol Select Board on April 29, 2021 and is effective immediately. This policy amends and replaces all prior existing versions of the Barter Exchange Policy.

**1. Purpose:**

This policy is intended to provide the policies and procedures necessary for the conduct of bartering activities for the Town of Bristol. This policy is designed to:

- a) Provide a uniform procedure for the barter exchange in relation to procurement of material, equipment, supplies, and services.
- b) Ensure that the taxpayers are getting the “best overall value” with any barter exchange.
- c) Apply to all Town Departments under the authority of the Town Administrator and/or Select Board.

**2. Authority:**

This Policy has been enacted pursuant to the statutory authority granted to the Select Board by RSA 31:39 as it relates to their management of the Town’s prudential affairs.

**3. Barter Exchange Procedures:**

- a) All barter exchanges require prior approval by the Department Head.
- b) A Barter Exchange Request Form will be completed for all barter exchanges of services or goods. Form to be used is located in Appendix A.
- c) Barter Exchange Request Form shall be issued prior to exchange.
- d) As defined in the Town’s Purchasing Policies and Procedures, some of the factors to be considered when determining the “best overall value” are:
  - Price
  - Quality
  - Warranty
  - Service
  - Availability
  - Past Performance with Town of Bristol
  - References

Additionally, barter exchange should present the Town with “equal” value exchange for goods and services.

### **3. For Barter Exchange:**

All Barter exchange transactions require appropriate documentation to be provided to the Financial Office for proper financial recording.

- a) Under \$999.99: Department Heads must approve the barter exchange and provide the Town Administrator with information and documentation outlining the goods or services to be exchanged, their value and vendor(s) contact info and signature(s) agreeing to exchange.
- b) Between \$1,000.00 and \$2,999.99: The Town Administrator must approve all barter exchange at this level. Department Heads should provide the Town Administrator with proposed barter exchange information to produce proper documentation outlining the goods or services to be exchanged, their value and vendor(s) contact info and signature(s) agreeing to exchange. This documentation should be attached to the Barter Exchange Request Form.
- c) Over \$3,000.00: Department Heads and the Town Administrator are discouraged from entering into barter exchange for goods and/or services in the amount of \$3000.00 or higher. Should there be an opportunity for barter exchange at this level it must be brought before the Select Board for consideration, review and approval. To better serve the best interest of the Town, it is recommended that (barter exchange) for goods and or/services to be procured at this level (must) comply with the applicable level requirements of the Town of Bristol Purchasing Policies and Procedures. Should a barter exchange receive approval at this level, Department Heads should provide the Town Administrator with proposed barter exchange information to produce proper documentation outlining the goods or services to be exchanged, their value and vendor(s) contact info and signature(s) agreeing to exchange. This documentation should be attached to the Barter Exchange Request Form.

### **4. Exceptions:**

Exceptions to the policy will be determined on a case-by-case basis by the Select Board.

## Barter Exchange Request Form

\_\_\_\_\_ agrees to barter exchange with \_\_\_\_\_  
(Bristol Department Name) (Town, Business, or Person's Name)

The Town of Bristol \_\_\_\_\_ will supply the following services/goods to

\_\_\_\_\_  
(Town, Business, or Person's Name) : \_\_\_\_\_  
(Services/Goods)

With an estimated value of \$ \_\_\_\_\_,

In exchange for \_\_\_\_\_

\_\_\_\_\_ with an estimated

value of: \$ \_\_\_\_\_ from \_\_\_\_\_  
(Town, Business or Person's Name)

Signing of this Barter exchange Request shall act as acknowledgement by each party of their authority and ability to provide the services described, or transfer ownership of the goods described.

The Town of Bristol Barter Exchange Policy provides that approval for this transaction must be received from the (circle one):

**Department Head**

**Town Administrator**

**Selectboard**

APPROVED / DISAPPROVED (circle one): Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

This Barter Exchange is agreed to by the undersigned:

Town of Bristol \_\_\_\_\_ (Dept. Name) \_\_\_\_\_

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

Phone #: \_\_\_\_\_ Phone #: \_\_\_\_\_

### Acknowledgement of Receipt

The Town of Bristol \_\_\_\_\_ has provided the above described services/goods on \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (Date).

\_\_\_\_\_  
(Signature of Recipient)

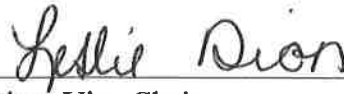
\_\_\_\_\_ has provided the above described services/goods on \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (Date).

\_\_\_\_\_  
(Signature of Recipient)

Revised By the Select Board: April 29, 2021



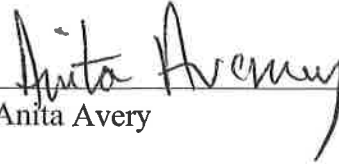
Don Milbrand, Chair



Les Dion, Vice Chair



J.P. Morrison



Anita Avery



Shaun Lagueux