

ADDENDUM TO THE TOWN OF DANVILLE PURCHASING POLICY

Procurement Procedure for Independent Contractors

Solicitation of Independent Contractors shall be conducted according to the following:

- Solicitation shall be conducted by purchasing agents authorized in the Purchasing Policy, by an official town committee, or a group or individual connected to the operations of a town building when authorized by the Selectboard.
- Any solicitation shall follow the Town of Danville Purchasing Policy.
- Solicitation shall include the following list of documents required to be furnished to the Town of Danville after selection:
 1. W-9 Request for Taxpayer Identification Number and Certification
 2. Certificate of General Liability Insurance in the amount of \$1,000,000, naming the Town of Danville as additional insured, and Workers' Compensation Insurance if applicable
 3. Non-Employee Work Agreement
 4. Town of Danville Independent Contractor Agreement
 5. Liability Hold-Harmless Agreement
 6. Business Marketing Material
- Final selection of the Independent Contractor is the responsibility of the Selectboard and shall occur at a duly warned meeting.
- Upon selection, the Selectboard will notify the Independent Contractor and furnish copies of required documents.

Adopted by the Selectboard of the Town of Danville this 19th day of June, 2025.