

Policy 400.3 General Policy on Procurement

- A. Section 104-B of the General Municipal Law (GML) requires every Town to adopt internal policies and procedures governing all procurement of goods and services not subject to bidding requirements under GML, S103 or any other law. Accordingly;

(Created 1/96)

Guideline 1:

Every prospective purchase of goods or services shall be evaluated to determine the applicability of GML, S103. Every Town officer, board member, department head, or other personnel with the requisite purchasing authority shall estimate the cumulative amount of items of supply or equipment needed in a given fiscal year. Said estimate shall include a canvass of other Town departments and a past history to determine the probable yearly value of the commodity acquired. The information gathered and the conclusion derived shall be documented and kept on file to support purchasing activity.

(Created 1/96)

Guideline 2:

All purchases of equipment or supplies which exceed \$10,000, in a single fiscal year shall be subject to a formal bid. For public works projects the bid process shall start at \$20,000. Said policy is in compliance with GML S103.

(Created 1/96)

Guideline 3:

All estimated purchases of:

- less than \$10,000 but greater than \$3,000 requires a written request for a proposal (RFP) and written/fax quotes from three vendors,
- less than \$3,000 but greater than \$1,000 requires an oral/fax quote from two vendors, and
- less than \$1,000 are left to the discretion of the purchaser.

All estimated public works contracts for:

- less than \$20,000 but greater than \$10,000 requires a written RFP and quotes/fax from three vendors,
- less than \$10,000 but greater than \$3,000 requires a written RFP and quotes/fax from two vendors, and

- less than \$3,000 are left to the discretion of the purchaser.

Any written RFP shall describe the desired goods or services, quality, quantity, timetables, and any particulars of delivery. The purchaser shall compile a list of all vendors from whom quotes are offered and/or solicited.

All information gathered in complying with the procedures of this guideline shall be preserved and filed with the documentation supporting the subsequent purchase of goods or services or a public works contract.

(Created 1/96; amended 1/97)

Guideline 4:

The lowest responsible proposal or quote shall be awarded the purchase or public works contract unless the purchaser prepares a written justification providing exact reasons why it is in the best interest of the Town to make the award to a bidder other than the low bidder. If a bidder is not deemed responsible, facts supporting that judgment shall also be documented and filed.

(Created 1/96)

Guideline 5:

A good faith effort shall be made to obtain the required number of proposals or quotations. If the purchaser is unable to obtain the required number of proposals/quotations, the purchaser shall document the attempt made. In no event shall the inability to obtain quotes or proposals be a bar to procurement.

(Created 1/96)

Guideline 6:

Except when directed by the Town Board, no solicitation of written proposals or quotations shall be required under the following circumstances:

- a) Acquisition of Professional Services
- b) Emergency Situations
- c) Sole Source Situations
- d) Goods purchased from agencies for the blind or severely handicapped
- e) Goods purchased from correctional facilities
- f) Goods purchased from governmental agencies
- g) Goods purchased at auction

(Created 1/96; amended 1/97)

Guideline 7:

The Superintendent of Highways is authorized to open competitive bids on public works contracts.

(Created 1/96; amended 1/97)

Guideline 8:

The Superintendent of Highways is authorized to purchase tools, parts, supplies, equipment, and other items normally required in the completion of departmental work without the approval of the Town Board.

(Created 1/96; amended 1/97)