



# *Town of Geddes*

## **PROCUREMENT POLICY** **January 2017**

**WHEREAS**, 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 the bidding requirements of GML, #103 or any other law; and,

**WHEREAS**, comments have been solicited from those officers of the town involved with procurement;

**NOW THEREFORE**, be it **RESOLVED**, that the Town of Geddes does hereby adopt the following procurement policies and procedures:

### **Guideline 1 –**

Every prospective purchase of goods or services shall be evaluated to determine the applicability of GML, #103. Every Town Officer, Board Member, Department Head or other personnel with the requisite purchasing authority (hereinafter Purchaser) shall estimate the cumulative amount of the items of supply or equipment needed in a given fiscal year. That estimate shall include the canvass of other town departments and past history to determine the likely yearly value of the commodity to be acquired. The information gathered and conclusions reached shall be documented and kept with the file or other documentation supporting the purchase activity.

### **Guideline 2 –**

All purchases of

A) Supplies or equipment which will exceed \$20,000.00 in the fiscal year, or

B) Public Works contracts over \$35,000.00 shall be formally bid pursuant to GML #103

**Guideline 3 –**

**All estimated purchases of:**

A) Less than \$20,000.00 but greater than \$3,000.00 require a written request for a proposal (RFP) from 3 vendors.

B) Less than \$3,000.00 but greater than \$1,000.00 requires quotes from 2 vendors.

C) Less than \$1,000.00 but greater than \$250.00 requires 2 verbal quotes.

**All estimated public works contracts of:**

A) Less than \$35,000.00 but greater than \$10,000.00 require a written RFP from 3 contractors

B) Less than \$10,000.00 but greater than \$3,000.00 requires a written RFP from 2 contractors.

C) Less than \$3,000.00 but greater than \$500.00 is left to the discretion of the purchaser.

Any written RFP shall describe the desired goods, quantity and the particulars of delivery. The Purchaser shall compile a list of all vendors from whom written/fax/oral quotes have been requested and the written/fax/oral quotes offered.

All RFPs required pursuant to this Guideline shall require that written proposals be submitted in a sealed envelope to the Town Clerk, to be opened by the Town Clerk at a date and time specified in the RFP. All such written proposals shall be opened and read aloud at said date and time. Any proposals arriving after that date and time will not be accepted for consideration.

All information gathered in complying with the procedures of this Guideline

shall be preserved and filed with the documentation supporting the subsequent purchase or public works contract.

**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 reasons why it is in the best interest of the Town and its taxpayers to make an award to other than the low bidder. If a bidder is not deemed responsible, facts supporting that judgment shall also be documented and filed with the record supporting the procurement. A purchase order will be prepared for all purchases exceeding \$100.00, except for utilities, debt, insurance and benefit payments.

**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 or quotations, the Purchaser shall document the attempt made at obtaining the proposals. In no event shall the inability to obtain the proposals or quotes be a bar to procurement.

**Guideline 6 –**

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

- A) Acquisition of professional services;
- B) Emergencies;
- 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 another governmental agency;
- G) Goods purchased at auction;
- H) Goods purchased for less than \$250.00
- I) Public Works contracts for less than \$500.00

**Guideline 7 –**

This policy shall be reviewed annually by the Town Board at its Organizational Meeting or as soon thereafter as is reasonably practicable.