

TOWN OF LITTLE FALLS

TOWN PROCUREMENT POLICY

ADOPTED APRIL 8, 1992

Motion By: Councilman Boepple
Second By: Councilman Comstock

Roll call vote:	Supervisor Gardinier	Aye
	Councilman Comstock	Aye
	Councilman Bellinger	Aye
	Councilman Boepple	Aye

GUIDELINE 1. Every prospective purchase of goods or services shall be evaluated to determine the applicability of GML Section 103. Every town officer, board, 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 documents and kept with the file or other documentation supporting the purchase activity.

GUIDELINE 2. All purchases of (a) supplies or equipment which shall exceed \$10,000 in the fiscal year; or (b) public works contracts over \$20,000 shall be formally bid pursuant to GML Section 103.

GUIDELINE 3. All estimate of purchase of:

- Less than \$10,000 but greater than \$3,000 will require a written request for a proposal (RFP) and written/fax quotes from three (3) vendors.
- Less than \$3,000 but greater than \$1,000 require an oral request for the goods and oral/fax quotes from two (2) vendors.
- Less than \$1,000 but greater than \$250 are left to the discretion of the purchaser.

All estimated public works contracts of:

- Less than \$20,000 but greater than \$10,000 require RFP and fax/proposal from three contractors.
- Less than \$10,000 but greater than \$3,000 require written RFP and fax/proposals from two contractors.
- Less than \$3,000 but greater than \$500 are left to the discretion of the purchaser.

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

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 judgement shall also be documented and filed with the record supporting the procurement.

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 quotation, the purchaser shall document the attempt made at obtaining the proposals. In no event shall the ability to obtain the proposals or quotes be a bar to the procurement.

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) 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 by the town board at its organizational meeting or as soon thereafter as is reasonably practicable.

**AMENDMENT TO PROCUEMENT POLICY
RESOLUTION #50
ADOPTED MAY 13, 1992**

Motion By: Councilman Bellinger
Second By: Supervisor Gardinier

Roll call vote:	Supervisor Gardinier	Aye
	Councilman Comstock	Aye
	Councilman Bellinger	Aye
	Councilman Boepple	Aye

RESOLVED that the Town Procurement Policy be amended to provide that the Town's Highway Superintendent shall have the authority to buy items at Herkimer County bid prices without obtaining other bids.