

RESOLUTION 96-5

PROCUREMENT POLICY

WHEREAS, Section 104-b of the General Municipal Law requires the governing body of every municipality to adopt internal policies and procedures governing all procurement of goods and services which are not required by law to be publicly bid, and

Comments have been solicited from all officers in the Village of Tannersville involved in the procurement process,

NOW, THEREFORE, BE RESOLVED, by the Board members of the Village of Tannersville does hereby adopt the Procurement Policy for purchasing Goods or Services for use by the Village of Tannersville, effective immediately.

Dated: March 12, 1996



Lee McGunnigle, Mayor


YES

Procurement



Allen Jensen, Trustee

YES




William Reich, Trustee

YES

I, BERNICE MERWIN, CLERK OF THE VILLAGE OF TANNERSVILLE, DO HEREBY CERTIFY I HAVE COMPARED THE ABOVE COPY OF RESOLUTION ADOPTED ON MARCH 12, 1996 WITH THE ORIGINAL RECORD IN THIS OFFICE AND THAT THE SAME IS CORRECT TRANSCRIPT THEREOF AND OF THE WHOLE OF SAID ORIGINAL RECORD.

IN TESTIMONY WHEREOF, I HAVE HEREUNTO SET MY HAND AND AFFIXED THE OFFICIAL SEAL OF SAID VILLAGE BOARD OF TRUSTEES THIS 13 DAY OF MARCH 1996.



Bernice Merwin, Clerk

Bernice Merwin, Clerk

PROCUREMENT POLICY
Internal policies and procedures for purchasing Goods and Services

Resolution 96-5

I. PROCEDURE FOR THE PURCHASE OF GOODS AND ORDINARY SERVICES.

A. Requirements for the Purchase of commodities, Equipment, or Goods.

DOLLAR AMOUNT	REQUIREMENT
\$1 - \$100	Multiple quotes encouraged but not required.
\$101 - \$250	Documented telephone quotes from at least 3 separate vendors (if available).
\$251 - \$5,000	Documented written quotes from at least 3 vendors (if available).
\$5,001 and up	Sealed bids in conformance with Municipal Law, Section 103. Bid Award shall be upon recommendation of the department head or purchasing agent and approval by the Village Board.

B. Requirements for the Purchase of Ordinary Services.

DOLLAR AMOUNT	REQUIREMENT
\$1 - \$500	Multiple quotes encouraged but not required.
\$501 - \$3,000	Written quotes from at least 2 separate vendors (if available).
\$3,001 - \$10,000	Written quotes from at least 3 separate vendors (if available).
\$10,001 - \$19,999	Formal Request for Proposal (RFP) with a response from at least 3 vendors.
\$20,000 and up	Sealed bids in conformance with Municipal Law, Section 103. Bid award shall be upon recommendation of the department head or purchasing agent and approval by the Village Board.

C. Procedures:

Proper documentation is required when the quote is not awarded to the Lowest responsible and responsive vendor. Except for purchases requiring submission of sealed bids, a preference of 3% for vendors located within the Village may be applied in evaluating the lowest price quote.

Proper documentation, acceptable to the Village Board, must be given if the required number of quotes cannot be accommodated.

In all circumstances, whenever other than the lowest quote (after application of the 3% preference for Village vendors) is awarded, there must be written documentation of the reason for the award.

Except as otherwise noted, purchases shall be made upon approval of the Village Board.

D. Exceptions to Policy:

1. **EMERGENCY:** If an emergency exists wherein the delay caused by soliciting quotes would endanger the health, welfare, or property of the Village of Tannersville or of an individual taxpayer, then the procurement of goods or services will be at the discretion of the Village Board with documentation as to the nature of the emergency.
2. **Sole, Source, Situations:** Purchases of goods or services from a "sole source" vendor (such as purchases of electricity, natural gas, and telephone services) need not comply with the multiple quote requirements contained herein.

2. Procedure for the Purchase of Professional Services:

Whereas the intent of Section 104-b also includes the hiring of consultants and professionals, the following policy shall apply:

A. Requirements for the Purchase of Professional Services:

DOLLAR AMOUNT	REQUIREMENTS
\$1,000 - \$5,000	Multiple quotes encouraged but not required
\$5,001 - \$20,000	Prices will be obtained by formal written quote from at least 2 sources.
\$20,001 and up	prices will be obtained by RFP from at least 3 sources.

B. Procedures:

Award of the contract shall be made upon recommendation of the Village Board and approval by the Village Board of Tannersville.

Awards to other than the lowest proposer must be properly documented with the rationale and reason for the rejection of the lowest price.

C. Exceptions to Policy:

Whenever the work to be awarded is directly related to and "builds upon" work performed by a consultant in a previous contract, then the Board may waive any multiple quote requirements contained in paragraph 2A.

3. Procedures Generally:

Any / all procedures not specifically covered in this policy will comply with applicable requirements of General Municipal Law, Section 104-b.

This resolution shall take effect immediately.

DATED: March 12, 1996