

TOWN OF LAFAYETTE PROCUREMENT POLICY

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, Section 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 LaFayette 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, Section 103. Every town officer, board, department head or other personnel with the requisite purchasing authority (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

- Supplies or equipment which will exceed \$10,000 in the fiscal year or
- Public works contracts over \$20,000, shall be formally bid pursuant to GML, Section 103.

GUIDELINE 3:

All estimated purchases of supplies and equipment

- Between \$3,000 and \$10,000 require a written request for a proposal (RFP) and written/fax quotes from not less than 3 vendors.
- Between \$1,000 and \$2,999 require an oral request for the goods and oral/fax quotes from not less than 2 vendors.
- Less than \$1,000 are left to discretion of the Purchaser when included in the Purchasing Budget or by approval of the Town Board.

All estimated public works contracts of:

- Between \$10,000 and \$20,000 require a written RFP and fax/proposals from not less than 3 contractors.
- Between \$3,000 and \$9,999 require a written RFP and fax/proposals from not less than 2 contractors.
- Less than \$3,000 are left to discretion of the Purchaser when included in the Purchasing Budget or by approval of the Town Board.

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 information gathered in complying with the procedures of this Guideline Shall be preserved and permanently 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.

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 the procurement.

GUIDELINE 6:

Attach a signed voucher when presented to the Town Board for audit and approval.

GUIDELINE 7

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,
- i) Public works contracts for less than \$500.

GUIDELINE 8:

This policy shall be reviewed annually by the Town Board at its Annual Organizational Meeting or before the first Town Board Meeting of the year.

ADOPTED: _____

Date: _____

To: _____

Title: _____

From: Town Board, Town of LaFayette

Re: Receipt of Copy of the Town Procurement Policy

I have received a copy of the Town Procurement Policy
and will follow these procedures when making purchases.

Signature

Date

To be held on file by the Town Clerk until next Organizational Meeting.

(Amended 1/01)