

Town of Pittsford

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, §103 or any other law; and

WHEREAS, comments have been solicited from those officers of the town involved with the procurement; NOW, THEREFORE, be it

RESOLVED: That the Town of Pittsford does hereby adopt the following procurement policies and procedures:

Guideline 1. Every prospective purchase of goods or service shall be evaluated to determine the applicability of GML, § 103. Every town officer, board, department head or other personnel with the requisite purchasing authority (hereinafter Purchaser) shall estimate the cumulative amount of 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 purchase of a) supplies or equipment, which will exceed \$20,000.00 in the fiscal year or b) public works contract over \$35,000.00, shall be formally bid pursuant to GML § 103.

Guideline 3. All estimated purchases of:

- Less than \$20,000.00 but greater than \$5,000.00 requires a written request for a proposal (RFP) and written/fax quotes from 3 vendors. To be approved by the Town Board except where purchases have been previously approved as part of the budget.
- Less than \$5,000.00 but greater than \$1,000.00 requires a written request for goods and quotes from 3 vendors.

All estimated public works contracts of:

- Less than \$35,000.00 but greater than \$5,000.00 requires a written RFP and fax/proposals from 3 contractors. To be approved by Town Board except when items have been previously approved as part of the budget.
- Less than \$5,000.00 but greater than \$1,000.00 requires a written request for goods and quotes from 3 vendors.

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 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 the 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 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 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 \$1,000.00;
- i) Public works contracts for less than \$1,000.00.

Guideline 7. The Town Board recognizes that the use of a credit card is necessary for the purchase of goods from vendors with whom the Town of Pittsford does not have accounts, on C.O.D. items, *on-line purchases* or travel expenses. The Town of Pittsford will have two separate *major* credit card accounts. These cards will be in the possession of the Director of Finance and the Information Services Manager.

The Town Board also recognizes that certain vendors require “store credit” accounts. These store cards are the responsibility of the Department Head for the department to which the cards were issued.

Credit card expenditures will be charged to the appropriate budget codes and original receipts will be forwarded to the Finance Office for all charges. Failure to submit original receipt for charges may result in the officer/employee being personally liable for the undocumented charges.

All other procurement policy guidelines will be followed in the use of the credit card.

Guideline 8. The Town Board of the Town of Pittsford shall establish by resolution at its Organizational Meeting those employees who are responsible for making purchases and authorized to approve vouchers for payment. This will be in accordance with GML § 104-b (2) (f).

Guideline 9. This policy shall be reviewed annually by the Town Board at its organizational meeting or as soon thereafter, as is reasonably practicable

Revised 3/20/2012
Reviewed 3/3/2015