

TOWN OF DEERFIELD ORDINANCE
SETTING FORTH PROCUREMENT POLICIES

This ordinance is enacted pursuant to Section 104-b of the General Municipal Law of the State of New York and prescribes the procedure to be followed by the Deerfield officials in procuring goods and services whenever bidding requirements of the General Municipal Law Section 103 do not obtain.

Estimates.

All town officers and board and department heads and other personnel shall estimate the cumulative amount of items of supply or equipment needed in a given fiscal year, and this shall be documented.

Purchases as to Which Bidding is Required.

All purchases of supplies or equipment which will exceed Ten Thousand Dollars (\$10,000.00) in the fiscal year, or public works contracts over Twenty Thousand Dollars (\$20,000.00) shall be formally bid pursuant to General Municipal Law provisions Section 103.

Procedures to be Followed When Bidding Not Required.

(a) Estimated purchases of less than Ten Thousand Dollars (\$10,000.00) but greater than Three Thousand Dollars

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\$3,000.00) shall require a written request for a proposal and written quotes from three vendors.

(b) Purchases of less than Three Thousand Dollars (\$3,000.00) but greater than One Thousand Dollars (\$1,000.00) shall require an oral request for the goods and oral quotes from two vendors.

(c) Purchases of less than One Thousand Dollars (\$1,000.00) but greater than Two Hundred Fifty Dollars (\$250.00) are left to the discretion of the purchaser.

(d) All estimated public works of less than Twenty Thousand Dollars (\$20,000.00) but greater than Ten Thousand Dollars (\$10,000.00) shall require a written request for a proposal.

(e) All estimated purchases of less than Three Thousand Dollars (\$3,000.00) but greater than One Thousand Dollars (\$1,000.00) shall require an oral request and two oral quotes.

(f) All estimated purchases of less than One Thousand Dollars (\$1,000.00) but greater than Two Hundred Fifty Dollars (\$250.00) are left to the discretion of the purchaser.

(g) All estimated public works contracts of less than Twenty Thousand Dollars (\$20,000.00) but greater than Ten Thousand Dollars (\$10,000.00) shall require a written request for a proposal and proposals from three contractors.

(h) All estimated public works contracts of less than Ten Thousand Dollars (\$10,000.00) but greater than Three Thousand Dollars (\$3,000.00) shall require a written request for a proposal and proposals from two contractors.

(i) All estimated public works contracts of less than Three Thousand Dollars (\$3,000.00) but greater than Five Hundred Dollars (\$500.00) are left to the purchaser.

Proposals.

All written proposals shall describe the desired goods and the quantity thereof and the particulars of delivery, and the purchaser shall keep a list of all vendors from whom written or oral quotes have been requested, listing the quotes offered. All information referring to the procedure of procurement as set forth in this ordinance shall be kept and filed with the documentation incidental to the actual purchase or public works contract.

Procedure in Awarding the Purchase or Contract.

The lowest responsible quote shall be awarded the purchase or the contract unless purchaser sets forth a written justification showing the reasons why the best interests of the town are promoted by awarding to other than the lowest bidder. A

decision that a bidder is ineligible because he is not responsible should be based on facts documented and filed with the procurement documents.

Obtaining Quotes.

Good faith efforts shall be put forth seeking the quotes as above set forth, and inability to obtain same shall be documented. If the purchaser, after making a good faith attempt, is not able to obtain the requisite proposals, he may proceed with the procurement.

Circumstances when Requirements of Solicitation are Not Required.

Unless the Town Board directs otherwise, 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
of 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.

Review.

The Town Board shall annually review, at its organizational meeting, or as soon thereafter as is reasonably practicable, the policy set forth herein, looking to improvement of the procedure and whether or not adherence thereto has been had in the prior year.

The above ordinance was duly enacted upon motion of Councilperson Joseph Ruskey, seconded by Councilperson Peggy Boshart, and the vote thereon was as follows:

Donald S. Youlen	"Aye" [✓]	"Nay" []
P. Francis Domser	"Aye" [✓]	"Nay" []
Peggy Boshart	"Aye" [✓]	"Nay" []
Vincent Abruzzo	"Aye" []	"Nay" []
Joseph Ruskey	"Aye" [✓]	"Nay" []

Virginia Covey
VIRGINIA COVEY
Deerfield Town Clerk