

Carol

**TOWN OF CLIFTON**  
**St. Lawrence County**  
**RESOLUTION 11-2006**

Authorizing the Town of Clifton to amend the Procurement Policy from 1992

*Whereas*, Section 104-b of the General Municipal Law (GML) requires every Town or Village 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 or Village involved with procurement:

***NOW, THEREFORE, BE IT RESOLVED:***

That the town of Clifton 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 Municipal 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 or other municipal 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 purchased 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 estimated purchases of:

- A. Less than \$10,000 but greater than \$4,000 require a written request for a proposal (RFP) and written/fax quotes from 3 vendors.
- B. Less than \$4,000 but greater than \$2,000 require an oral request for the goods and oral/fax quotes from 2 vendors.
- C. Less than \$2,000 but greater than \$250 are left to the discretion of the purchaser.

All estimated Public Works Contracts of:

- A. Less than \$20,000 but greater than \$10,000 require written RFP and written/fax proposals from 3 contractors.
- B. Less than \$10,000 but greater than \$3,000 require a written RFP and written/fax proposals from 2 contractors.
- C. 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 Purchaser shall compile a list of all vendors from whom written/fax/oral quotes have been requested and the written/fax/oral quotes have been 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 written justification providing reasons why it is in the best interest of the municipality 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: Except when directed by the appropriated Municipal Board, no solicitation of written proposals or quotations shall be required under the following circumstances:

1. Acquisition of professional services
2. Emergencies
3. Sole source situations
4. Goods purchased from agencies for the blind or severely handicapped
5. Goods purchased from correctional facilities
6. Goods purchased from another governmental agency
7. Goods purchased at auction
8. Goods purchased for less than \$250
9. Public Works Contracts for less than \$500

GUIDELINE 7: This policy shall be reviewed annually by the Municipal Board at its organizational meeting or as soon thereafter as is reasonably practicable. This policy may be amended by the appropriate Municipal Board from time to time by simple resolution.

Resolution adopted by motion of Councilman Zuhlsdorf, seconded by Councilman Watson and carried by vote of the Town Board on September 20, 2006.

Supervisor *Gelbert Zuhlsdorf* Date *10/6/2006*

Town Clerk *Bethany Rathman* Date *10/6/2006*