RESOLUTION 2016-01

PROCUREMENT POLICY

At a Regular Meeting of the Boston Town Board Erie County, New York, held at the Boston Town Hall, 8500 Boston State Road, Boston, New York, on the 6th day of January, 2016 at 7:30 pm Eastern Prevailing Time there were:

Present: Supervisor Martin A. Ballowe, Councilmen Jeffrey A. Genzel, Jay P. Boardway, Jason A. Keding and Zachary A. W. Munger

Councilman Boardway presented the following Resolution and moved its adoption:

NOW THEREFORE BE IT RESOLVED, the Town of Boston does hereby adopt the following procurement policies and procedures for this year:

Guideline 1. Every prospective purchase of goods or services shall be evaluated to determine the applicability of GML, Sec. 103. Every Town 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 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 documentation supporting the purchase.

Guideline 2. All purchases of (a) supplies or equipment which will exceed $20,000 in the fiscal year; or (b) public works contracts over $35,000 shall be formally bid pursuant to GML, Sec. 103.

Guideline 3. All estimated purchases of (a) less than $20,000 but greater than $10,000 require a written request for a proposal (RFP) and written/fax quotes from 3 vendors; or (b) less than $5,000 require an oral request for the goods and oral/fax quotes from 3 vendors if possible; or (c) less than $1,500 are left to the discretion of the Purchaser.

All estimated public works contracts of (a) less than $35,000 but greater than $20,000 require a written RFP and fax/proposals from 3 contractors; or (b) less than $10,000 but greater than $3,000 require a written RFP and fax/proposals from 2 contractors; or (c) less than $3,000 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 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 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 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 $1,500;
(i) Public works contracts for less than $1,500.

Guideline 7. Notwithstanding any of the foregoing provisions of this policy, purchases in the range of $1,500 to $5,000 require written authorization, Purchase Request Form, signed by the Supervisor and the Supervisor will discuss with the Town Board prior to approval. Purchases over $5,000 require approval at a Town Board Meeting.

Guideline 8. Overnight travel in any amount must be approved at a Town Board Meeting.

Guideline 9. All vouchers shall contain information which properly and clearly identify the job, project, vehicle or equipment for which the parts, repair, and/or replacement pertain to. Expense reimbursement will be submitted on a quarterly basis. Full year vouchers accumulated will not be honored.

Guideline 10. The Town Board at its organizational meeting shall review this policy annually or as soon thereafter as is reasonably practicable.

Guideline 11. The following Town Officials are designated as responsible for purchasing:

Supervisor Ballowe
Court Clerk Kummer
Assessor Fitzner
Code Enforcement Officer Ferguson
Highway Superintendent Telaak
Recreation Director
Board Secretary Faulring
Town Clerk Mulé
Bookkeeper Selby
Town Attorney Kobiolka
Cobble Hill Cemetery Liaison Karb
Dog Control Officer
Nutrition Site Coordinator Horschel
Town Historian Boncal
Parks Superintendent Telaak

Seconded by **Councilman Genzel** put to a vote which resulted as follows:

AYES: **5** **NOES**: 0 **ABSENT:** 0

JENNIFER A. MULÉ, TOWN CLERK