

TOWN OF BRISTOL PURCHASING GUIDELINES 2013

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 Bristol 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 (herein after 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 year 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 a) supplies or equipment which will exceed \$20,000.00 in a fiscal year or b) public works contracts over \$30,000.00 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 require a written request for a proposal (RFP) and written/fax quote, E quote from 3 (three) vendors.

Less than \$5,000.00 but greater than \$3,000.00 requires an oral request for the goods oral. written/fax, E quotes from 2 (two) vendors.

Less than \$3,000.00 but greater than \$500.00 are left to the discretion of the purchaser.

ALL ESTIMATES FOR PUBLIC WORKS CONTRACTS :

Over \$35,000.00 are subject to competitive bidding.

Less than \$35,000.00 but greater than \$10,000.00 require a written/fax E quote from 2 (two) contractors.

Less than \$10,000.00 but greater than \$5,000.00 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 written/fax/oral quotes offered.

All information gathered om complying with the procedures of the Guidelines shall be preserved and filed with documentation supporting the subsequent purchase or public works contract.

GUILDELINE 4. A) If a written/fax/oral quote is below the state contract price, no further quotes are necessary,

B) Purchase of goods that are environmentally safe, even if they ate higher in price than a non environmentally safe product is allowed.

C) Purchase of goods that are energy efficient, even is they are higher in price than a non energy efficient product is allowed.

GUIDELINE 5. 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 be documented and filed with the record supporting the procurement.

GUUIDELINE 6. A good faith effort shall be made to obtain the required number of proposals or quotes. 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.

GUUIDELINE 7. Except when directed by the Town Board, no solicitation or written proposals or quotations shall be required under the following circumstances.

A. Acquisitions of professional services.

B. Emergencies.

C. Sole source situations.

D. Goods purchased from agencies for the blind, or severely handicapped.

E. Goods purchased from Correctinal facilities.

F. Goods purchased from another governmental agency.

G. Goods purchased at auction, which the maximum amount of value shall be pre-approved by the Town Board.

H. Goods purchased from less than \$250.00.

I. Public Works contracts for less than \$500.00

GUIDELINE 8. This policy shall be reviewed annually by the Town Board at its Organizational Meeting or as soon thereafter as is reasonably practicable.