

**Town of Beekman**  
**Procurement Policy Approved 6/16/2010**

1. Every town officer, board, department head or other personnel with the requisite purchasing authority shall estimate the cumulative amount of the items of supply or equipment needed in a given fiscal year. This estimate shall become the basis for that board or department budget for that fiscal year. That adopted budget shall be communicated to the responsible town officer, board, or department head and it shall become the responsibility of that person **in consultation with the Town's Budget Officer and Comptroller** to manage his respective spending within the constraints of the adopted budget.
2. Every prospective purchase of goods or services shall be evaluated to determine the applicability of General Municipal Law, Section 103. Section 103 of the GML that requires towns to advertise for bids on all contracts for the purchase of materials, supplies, and equipment involving an expenditure of more than \$10,000 and on all contracts for the accomplishment of public works involving an expenditure of more than \$20,000.
3. All purchases of less than \$10,000 but equal to or greater than \$3,000 require a written purchase requisition approved by the responsible department head or board chairman. The purchase requisition should include the following information:
  - a. date of requisition
  - b. name of department, contact, phone number
  - c. date required and delivery address
  - d. vendor name and address
  - e. description of item or service and quantity required
  - f. estimated cost
  - g. written/fax quotes from at least 3 vendors
  - h. **budget sub-code to be expensed**

The completed purchase requisition shall be submitted **for approval** to the **Budget Officer or Comptroller**. The **Budget Officer or Comptroller** shall check to verify that budget authority exists and **funds are available**. The coded purchase requisition shall be returned to the responsible department head or board for the order to be placed.

4. All purchases of less than \$3,000 but equal to or greater than \$1,000 require a written purchase requisition as in #3 above except that oral/fax quotes from 2 vendors are required in lieu of written/fax quotes from 3 vendors.

5. All purchases **greater than \$300** require a written purchase requisition as in #3 above unless they are of a recurring nature **resulting from a previously approved contract or requisition** necessitated by the normal business operation of a particular department.
6. All estimated public works contracts of:
  - a. Less than \$20,000 but greater than or equal to \$10,000 requires a written Request for Proposal or fax proposals from 3 contractors.
  - b. Less than \$10,000 but greater than or equal to **\$1,000** requires a written Request for Proposal or fax proposals from 2 contractors.

Any written Request for Proposal 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 this procedure shall be preserved and filed with the documentation supporting the subsequent purchase of public works contract.

7. 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 lowest bidder. If a bidder is not deemed responsible, facts supporting that judgment shall also be documented and filed with the record supporting the procurement.
8. A good faith effort shall be made to obtain the required number of proposals and/or written/fax/oral quotes. If the purchaser is unable to obtain the required number of proposals and/or written/fax/oral quotes, the purchaser shall document the attempt made. In no event shall the inability to obtain the required proposal and/or written/fax/oral quotes be a bar to the procurement.
9. **The above list procedures do not apply to the purchase of office supplies or equipment. Each department shall submit a requisition form to the Budget Officer or Comptroller, which includes the information required in paragraph 3 of this policy by the 10 day of each month. Such requisitions will then be reviewed and consolidated for a monthly purchase of town-wide needs. The monthly consolidated purchase to be conducted by the designee of the Budget Officer.**

10. Except when directed by the Town Board, no solicitation of written proposals or quotations shall be required under the following circumstances:
  - Acquisition of professional services
  - Emergencies
  - Sole source situations
  - Goods purchased from agencies for the blind or handicapped
  - Goods purchased from correctional facilities
  - Goods purchased from other governmental agencies
  - Goods purchased at auction
10. The unintentional failure to fully comply with the provisions of GML, Section 104-b shall not be grounds to void action taken or give rise to a cause of action against the Town of Beekman or any officer or employee thereof.
11. The Town Board shall annually review these policies and procedures.