

PROCUREMENT POLICY FOR THE VILLAGE OF MENANDS

1. Every purchase must be initially reviewed to determine whether it is a purchase contract or a public works contract. Once that determination is made, a good-faith effort will be made to determine whether it is known or can reasonably be expected that the aggregate amount to be spent on the item of supply or service is not subject to competitive bidding, considering past purchases and the competitive amount to be spent each year. The following items are not subject to competitive bidding pursuant to Section 103 of the General Municipal Law; purchase contracts under \$20,000 and public works contracts under \$35,000; emergency purchases; certain municipal hospital purchases; goods purchased from agencies for the blind or severely handicapped; goods purchased from correctional institutions; purchases under State and county contracts; and surplus and second-hand purchases from another governmental entity.

The decision that a purchase is not subject to competitive bidding will be documented in writing by the individual making the purchase. This documentation may include written or verbal quotes from vendors, a memo from the purchaser indicating how the decision was arrived at, a copy of the contract indicating the source which makes the item or service exempt, a memo from the purchaser detailing the circumstances which led to an emergency purchase, or any other written documentation that is appropriate.

2. All goods and services will be secured by the use of written requests for proposals, written quotations, verbal quotations, or any other method that assures that goods will be purchased at the lowest price and that favoritism will be avoided, except in the following circumstances: purchase contracts over \$20,000 and public works contract over \$35,000; goods purchased from agencies for the blind or severely handicapped pursuant to Section 175-b of the State Finance Law; goods purchased from correctional institutions pursuant to Section 186 of the Correction Law; purchases under State contracts pursuant to Section 104 of the General Municipal Law; purchases under county contracts pursuant to Section 103(3) of the General Municipal Law; or purchases pursuant to subdivision 6 of this policy:

3. The following method of purchase will be used when required by this policy to achieve the highest savings:

Estimated Amount for Purchase Contract (Commodities, Equipment, or Goods)

Method

- \$1 - \$2,500 at the discretion of the Department Head (documented).
- \$2,501 - \$5,000 minimum, two verbal quotations.
- \$5,001 + 3 Written/fax quotations or written requests for proposals.

Estimated Amount for Public Works Projects, Contracts

Method

- \$1 - \$5,000 at the discretion of the Department Head.
- \$5,001 - \$10,000 2 Verbal quotations (documented)
- \$10,001 - \$25,000 2 Written/fax quotations or written requests for proposals
- \$25,001 > 3 Written/fax quotations or written requests for proposals

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, they will document the

attempt made to obtain them. In no event shall the failure to obtain the proposals be a bar to the procurement.

4. Documentation is required for each action taken in connection with each procurement.

5. Documentation and an explanation are required whenever a contract is awarded to someone other than the lowest responsible offeror. This documentation will include an explanation of how the award will achieve savings or how the offer was not responsible. The purchaser shall decide that the offer is not responsible and may not be challenged under any circumstances.

6. According to General Municipal Law Section 104-b(2)(f), the procurement policy may contain circumstances when, or types of procurements for which, in the sole discretion of the governing body, the solicitation of alternative proposals or quotations will not be in the best interest of the municipality. In the following circumstances, it may not be in the best interests of the Village of Menands to solicit quotations or document the basis for not accepting the lowest bid:

a. Professional services or services requiring special or technical skill, training, or expertise. The individual or company must be chosen based on accountability, reliability, responsibility, skill, education and training, judgment, integrity, and moral worth. These qualifications are not necessarily found in the individual or company that offers the lowest price, and the nature of these services does not readily lend itself to competitive procurement procedures.

In determining whether a service fits into this category, the Board of Trustees shall take into consideration the following guidelines: (a) whether the services are subject to State licensing or testing requirements; (b) whether substantial formal education or training is a prerequisite to the performance of the services; and (c) whether the services require a personal relationship between the individual and municipal officials. Professional or technical services shall include but not be limited to the following: services of an attorney; services of a physician; technical services of an engineer engaged to prepare plans, maps, and estimates; securing insurance coverage and/or services of an insurance broker; services of a certified public accountant; investment management services; printing services involving extensive writing, editing or artwork; management of the municipally owned property; and computer software or programming services for customized programs, or services involved in substantial modification and customizing of pre-packaged software.

b. Emergency purchases pursuant to Section 103(4) of the General Municipal Law. Due to the nature of this exception, these goods or services must be purchased immediately, and seeking alternate proposals may threaten the life, health, safety, or welfare of the residents. This section does not preclude alternate proposals if time permits.

c. Purchases of surplus and second-hand goods from any source. If alternate proposals are required, the Village is precluded from purchasing surplus and second-hand goods at auctions or through specific advertised sources where the best prices are usually obtained. It is also challenging to compare prices of used goods, and a lower price may indicate an older product.

d. Goods or services under \$2,500. The time and documentation required to purchase through this policy may be more costly than the item itself and would therefore not be in the best interests of the taxpayer. Additionally, it is unlikely that such de minimis contracts would be awarded based on favoritism.

7. To ensure that this policy and budgets are being implemented, Village Department heads are required to meet with the Village treasurer at least quarterly.

8. The Village Board hereby adopts, by resolution, and pursuant to GML 103(5) that for reasons of efficiency and economy, there is a need for standardization, and upon adoption of a resolution for a particular type or kind of equipment, material, or supplies, maybe not necessarily be awarded to the lowest responsible bidder.

9. Will be reviewed annually.

Reviewed, Updated, and approved by Village Board July 7, 2025.