

PROCUREMENT POLICY
for the
Town of Arcade

GUIDELINE 1. Every prospective purchase of goods or services shall be evaluated to determine the applicability of GML, s103. 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 canvas of other town departments and past history to determine the likely yearly value of the commodity to be acquired and kept with the file or other documentations supporting the purchase activity.

GUIDELINE 2. All purchases of a) supplies or equipment which will exceed \$10,000.00 in the fiscal year or b) public works contracts over \$20,000.00 shall be formally bid pursuant to GML s 103.

GUIDELINE 3. All estimated purchases of:

- a. Less than \$5,500.00 left to discretion of the Purchaser.
- b. Less than \$10,000.00 but greater than \$5,000.00 requires a written request for a proposal (RFP) and written/fax quote from three (3) vendors. Board or Department Committee approval is required.
- c. Greater than \$10,000.00 requires a written RFP and fax/proposal from three (3) contractors. Board approval is required.

Any written RFP shall describe that 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 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 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 to obtaining the proposal. 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 services:

- a) Acquisition of professional services
- b) Emergencies
- c) Sole source situations
- d) Goods purchased from agencies for the blind or severely handicapped
- e) Good purchased from correctional facilities
- f) Goods purchased from another governmental agency
- g) Goods purchases at auction
- h) Goods purchased for less than \$5,500.00
- i) Public works contracts for less than \$5,500.00

GUIDELINE 7. This policy shall be reviewed annually by the Town Board at its organizational meeting or as soon thereafter as is reasonably practicable.

Adopted February 10, 1992

Amended February 10, 1997 – Guideline 3 c and d

Amended February 9, 1998 – Guideline 3 c and d

Amended February 8, 1999 – Guideline 3 omit \$250.00 from d

Amended March 13, 2000 – Guideline 3 changed to 4 items

Amended February 16, 2009 – Guideline 3a changed to \$4,000.00

Amended February 15, 2010 – Guideline 3b change \$1,500.00 to \$4,000.00

Amended February 10, 2014 – Guideline 3a, change \$4,000.00 to \$5,500.00

Guideline 3b, as follows: Less than \$6,000.00

but greater than \$5,500.00 requires Board or Department Committee approval

Guideline 6h, change to Goods purchased for less than

\$5,500.00

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Amended February 11, 2019 omit b. under Guideline 3
Adopted February 10, 2020 without changes
Adopted April 12, 2021 without changes