

Town of Hannibal - Procurement Policy

RESOLUTION

WHEREAS, Section 104-b of the General Municipal Law (hereinafter known as GML) requires every town to adopt internal policies and procedures governing all procurement of goods and services not required to be procured by competitive bidding, and

WHEREAS, this policy has been reviewed and comments solicited from those officers of the town involved with procurement;

NOW, THEREFORE, BE IT RESOLVED, that the Town of Hannibal does hereby adopt the following procurement policies and procedures:

Guideline I Every prospective purchase of goods or services shall be evaluated to determine the applicability of General Municipal Law, Section 103. Every town officer, board, department head or other personnel with the requisite purchasing authority (hereinafter known as Purchaser) shall estimate the cumulative amount of the items of supply or equipment needed in a given fiscal year. That estimate shall take into consideration requirements of other town departments and past history to determine the likely yearly value of the commodity to be acquired.

Guideline II All purchases of a) supplies or equipment which will exceed \$10,000 in the fiscal year or b) public works contracts over \$20,000 shall be formally bid pursuant to GML, Section 103.

Guideline III All estimate purchases of:

1. Less than \$10,000 but greater than \$5,000 require a written request for a proposal (hereinafter known as RFP) and written/fax quotes from three vendors.
2. Less than \$5,000 but greater than \$3,000 require a verbal request for the goods and verbal/fax quotes from two vendors.
3. Less than \$3,000 is left to the discretion of the Purchaser.

All estimated public works contracts of:

1. Less than \$20,000 but greater than \$10,000 require a written RFP and written/fax proposals from two contractors.
2. Less than \$10,000 but greater than \$3,000 require a verbal or written RFP or written/fax proposals from two contractors.
3. Less than \$3,000 is 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/verbal quotes offered.

Guideline IV Purchase or public works contracts in excess of \$3,000 shall be approved by the Town Board, \$5000 for Highway Superintendent. The Purchaser to accept a proposal in accordance with these guidelines prior to receipt of approval, but subject to approval. If no separate action by the Town Board has been taken, the approval of vouchered billings by the Town Board shall constitute approval.

Dated this 19 day of May, 2021 Approved Yea Nay

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Guideline V The lowest responsible proposal or quote shall be awarded to 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 proposal. If a bidder is not deemed responsible, facts supporting that judgment shall also be documented and filed with the record supporting the procurement.

Guideline VI 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 VII 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 including insurance;
- 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 from state and/or county bid;
- h. Goods purchased at auction;
- i. Goods purchased for less than \$3,000;
- j. Public works contracts for less than \$3,000;
- k. Repairs and parts for equipment at the discretion of the department heads;
- l. Supplies as needed;

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

Guideline IX Except where exempted by Guideline VI, a Procurement Policy Form shall be completed by the Purchaser and placed in the file relating to the purchase. All additional 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 X It is the determination of this board that for purchases less than \$3,000, the requirement of solicitation of alternative proposals and the paperwork necessary to document them are time consuming and counterproductive to the best interest of the town. The small number of individuals with purchasing authority and their respective areas are given weight by this board in arriving at this finding. Purchasers shall, nevertheless, utilize good business judgment in obtaining products and services at the best overall value to the Town of Hannibal.

Guideline XI Original procurements will be filed with the Town Clerk upon authorization of purchase.

Dated this 19 day of May, 2021 Approved Yea Nay