TOWN OF MALONE
COUNTY OF FRANKLIN
INDUSTRIAL DEVELOPMENT AGENCY
RESOLUTION NO. 9-2016

PROCUREMENT GUIDELINES

WHEREAS, section 2879 and 2824(e) of the Public Authorities Law requires public authorities to adopt and annually review and approve comprehensive procurement guidelines and reports.

WHEREAS, procurement guidelines have been established in accordance with the Public Authorities Law; and

NOW THEREFORE BE IT RESOLVED: The Town of Malone, County of Franklin, Industrial Development Agency, Board of Directors adopts the procurement guidelines as written.

MOTION MADE BY: Board Member John Sullivan

SECONDED BY: Board Member Ed Lockwood

APPROVED BY BOARD ON: March 9, 2016

Howard Maneely, Chairman

Town of Malone
County of Franklin
Industrial Development Agency

PROCUREMENT POLICY

I. PURPOSE AND AUTHORITY

The purpose of this procurement policy is to outline the procurement policy of the Town of Malone County of Franklin Industrial Development Agency (the "Agency") in relationship to goods and services purchased for use by the Agency for its own use and benefits.

II. SECURING GOODS AND SERVICES

All goods and services will be secured by use of written requests for proposals, written quotations, or any other method that assures that goods will be purchased at the lowest price and that favoritism will be avoided except for the following circumstances: *purchases costing less than $999.*

III. METHOD OF PURCHASE

The following standards will be required under this policy in order to achieve the highest savings:

Purchase Contracts:	$1,000-$5,000	Two written quotations
	$5,000 and up	Three written RFP/quotations as advertised in the local newspaper

Number of Proposals or Quotations: A good faith effort shall be made to obtain the required number of proposals or quotations. If the Agency is unable to obtain the required number of proposals or quotations, the Agency will document the attempt made at obtaining the proposals. In no event shall the failure to obtain the proposals prohibit the procurement of the goods or services.

Documentation: Documentation is required for each action taken in connection with each procurement. Documentation and an explanation are required whenever a contract is awarded to other than the lowest responsible bidder.

IV. CIRCUMSTANCES WHERE SOLICITATION OF ALTERNATIVE PROPOSALS NOT IN THE BEST INTEREST

Professional and Contracted Services

Professional services or services requiring special or technical skill, training or expertise.

Emergency Purchases

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 a delay in order to seek alternate proposals may threaten the life, health, safety or welfare of the public. This section does not preclude alternate proposals if time permits.

Goods or Services Under $1,000

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 Agency or the taxpayer. In addition, is it not likely that such minimal contracts would be awarded based on favoritism.

Buy Local

Reasonable preference will be given to making purchases locally and regionally.

Bid Proposals and Public Notices

All requests for bid proposals and all public notices, regarding such requests, which are published in newspapers or through electronic means, shall include the following provision: "Women and minority owned businesses are encouraged to submit a bid."

V. POLICY REVIEW.

The law requires that this Policy be reviewed by the Agency annually and any amendments will be approved by the Agency.

ADOPTED by the Board of Directors this 9th day of March, 2016.