

**Town of New Haven**

**Local Law 1 of the Year 2000**

**A Local Law To Adopt The Procurement Policies And Procedures For Purchases And Contracts For Services That Are Not Subject To Competitive Bidding.**

Be it enacted by the Town Board of the Town of New Haven as follows:

Section 1. Every prospective purchase of goods or services shall be evaluated to determine the applicability of General Municipal Law (GML), §103. 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 canvass of other town departments and past history to determine the likely year value of the commodity to be acquired. The information gathered and conclusions reached shall be documented and kept with the file or other documentation supporting the purchasing activity.

Section 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, §103.

Section 3. All estimated purchases of:

\*Less than \$10,000.00 but greater than 3,000.00 require a written request for the goods and oral/fax quotes from two vendors;

\*Less than \$3,000.00 but greater than \$1,000.00 require an oral request for the goods and oral/fax quotes from two vendors;

\*Less than \$1,000 but greater than \$250.00 are left to the discretion of the purchaser.

All estimated public works contracts of:

\*Less than \$20,000.00 but greater than \$10,000.00 require a written RFP and fax/proposals from 2 contractors;

\*Less than \$10,000.00 but greater than \$3,000.00 require a written RFP and fax/proposals from 2 contractors;

Less than \$3,000.00 but greater than \$500.00 are 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 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.

Section 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 it's taxpayers to make an award to other than the lower bidder. If a bidder is not deemed responsible, facts supporting that judgment shall also be documented and filed with the record supporting the procurement.

Section 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 at obtaining the proposals. In no event shall the inability to obtain the proposals or quotes be a bar to the procurement.

Section 6. 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;
- 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 at auction;
- h) Goods purchased for less than \$250.00
- i) Public works contracts for less than \$500.00

Section 7. This policy shall be reviewed annually by the Town Board at it's organizational meetings or as soon thereafter as it is reasonably practical.