

**GREENE COUNTY ECONOMIC DEVELOPMENT CORPORATION
PURCHASING AND PROCUREMENT POLICY AND PROCEDURES**

POLICY: All purchases for equipment, goods and services must adhere to the following procedures.

INFORMATION: The following purchasing procedure is intended to achieve the following:

- Provide a uniform system of purchasing services, commodities or equipment for the Greene County Economic Development Corporation (“Corporation”);
- Obtain the best possible prices and insure that the Corporation is protected legally;
- Facilitate maintenance of a fixed asset inventory;
- Avoid possibility of duplication of payment to vendors

PROCEDURE: The Executive Director of the Corporation will prepare a formal resolution, requisition or voucher which provides a description of the equipment or services with anticipated costs and potential vendors. This document will be forwarded to the Board for approval.

The Executive Director shall adhere to the following requirements when purchasing commodities, equipment or goods:

\$1.00 to \$5,000	No quotes required.
\$5,001 to \$10,000	Written quotes from at least two separate vendors (if available).
\$10,001 to \$19,999	Written quotes from at least three separate vendors (if available).
\$20,000 and up	Sealed bids or Best Value Offers in conformance with General Municipal Law, Section 103.

The Executive Director shall adhere to the following requirements when purchasing ordinary services:

\$1,000 to \$10,000	Multiple quotes encouraged but not required.
\$10,001 to \$20,000	Prices will be obtained by formal written quote from at least two separate vendors (if available).
\$20,001 to \$34,999	Prices will be obtained by Request for Proposals (RFP) or Best Value Offers from at least 3 separate vendors (if available).
\$35,000 and up	Sealed bids or Best Value Offers in conformance with Section 103 of General Municipal Law.

The Executive Director shall adhere to the following requirements when purchasing professional services:

\$1,000 to \$10,000	Multiple quotes encouraged but not required.
\$10,001 to \$20,000	Prices will be obtained by formal written quote from at least two separate vendors (if available).
\$20,001 and up	Prices will be obtained by Request for Proposals (RFP) or Best Value Offers from at least 3 separate vendors (if available).

\$35,000 and up Sealed bids or Best Value Offers in conformance with Section 103 of General Municipal Law.

Award of a contract shall be made upon the recommendation of the Executive Director and approval of the Corporation. Awards to other than the lowest proposer must be properly documented with the rationale / reason for rejection of the lowest bidder price.

Awards based upon a Best Value Offer must contain the evaluation criteria and the process used to make such determination. Whenever possible, the evaluation shall be based upon objective and quantifiable factors and shall not be solely on cost. Whenever possible and applicable, factors including, but not limited to quality, reliability, maintenance, useful lifespan and performance shall be evaluated.

Whenever the work to be awarded is directly related to and “builds upon” work performed by a consultant in a previous contract, the Corporation may waive any multiple quote requirements outlined above.

REQUIREMENTS: Proper documentation is required when the quote is not awarded to the vendor giving the lowest price. Quotes will be awarded to the lowest responsible and responsive vendor. Except for purchases requiring submission of sealed bids, a preference of 3% for vendors located within Greene County may be applied in evaluating the lowest price quote.

Proper documentation, acceptable to the Corporation, must be given if the required number of quotes cannot be accommodated.

In all circumstances, whenever other than the lowest quote (after application of the 3% preference for Greene County vendor) is awarded, there must be written documentation of the reason for the award.

Except as otherwise noted, purchases shall be made upon approval by the Corporation. For purchases of \$5,000 or less that are budgeted for in the yearly financials approved by the Corporation, the Executive Director shall be delegated with purchase approval authority.

EXCEPTIONS TO POLICY AND PROCECURES:

EMERGENCY: If an emergency exists wherein the delay caused by soliciting quotes would endanger the health, welfare, or property of the Corporation or of any individual, the procurement of goods or services will be at the discretion of the Executive Director with documentation as to the nature of the emergency and shall be sent to the Chairman and members of the Corporation.

SOLE SOURCE SITUATIONS: Purchases of goods or services from a “sole source” vendor need not comply with the multiple quote requirements contained herein.

OUTSIDE LEGAL COUNSEL: The employment of outside legal counsel is exempted from these requirements.

Approved and adopted this ____ day of _____ 20__.