

**SARATOGA COUNTY WATER AUTHORITY  
PROCUREMENT POLICY**

*Re-adopted August 24, 2017*

Every prospective purchase of goods or services shall be evaluated to determine the applicability of General Municipal Law § 103. Every Authority officer, board, department head or other personnel with the requisite purchasing authority (hereafter "Executive Director") 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 Authority departments and past history to determine the likely yearly 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 purchase activity.

**Section I. Bidding required.**

All purchases of supplies or equipment which will exceed \$20,000 in the fiscal year or public works contracts over \$35,000 shall be formally bid pursuant to General Municipal Law § 103.

**Section II. Procedure.**

- A. All estimated purchases of:
  - (1) Less than \$20,000 but greater than \$5,000 require a written request for a proposal (RFP) and written/FAX quotes from three vendors.
  - (2) Less than \$5,000 but greater than \$1,000 requires quotes from two vendors.
  - (3) Less than \$1,000 are left to the discretion of the Executive Director.
- B. All estimated public works contracts of:
  - (1) Less than \$35,000 but greater than \$10,000 requires a written RFP and FAX/proposals from three contractors.
  - (2) Less than \$10,000 but greater than \$1,000 requires quotes from two vendors.
  - (3) Less than \$1,000 are left to the discretion of the Executive Director.
- C. Any written RFP shall describe the desired goods, quantity and the particulars of delivery. The Executive Director shall compile a list of all vendors from whom written/FAX/oral quotes have been requested and the written/FAX/oral quotes have been offered.
- D. All information gathered in complying with the procedures of this section shall be preserved and filed with the documentation supporting the subsequent purchase or public works contract.

### **Section III. Acceptance of lowest bid required; exceptions.**

The lowest responsible proposal or quote shall be awarded the purchase or public works contract unless the Executive Director prepares a written justification providing reasons why it is in the best interest of the Authority and its users to make an award to other than the low bid. Best Value Procurement, as adopted by SCWA Board, shall be an exception to low bid awards and shall be supported with the appropriate justification supplied by the Executive Director and shall be properly documented. If a bidder is not deemed responsible, facts supporting that judgment shall also be documented and filed with the record supporting the procurement.

### **Section IV. Inability to obtain required number of proposals and quotations.**

A good faith effort shall be made to obtain the required number of proposals or quotations. If the Executive Director is unable to obtain the required number of proposals or quotations, the Executive Director will 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 V. Exceptions to procurement policy.**

Except when directed by the Authority Board, no solicitation of written proposals or quotations shall be required under the following circumstances:

- A. Acquisition of professional services or services requiring special or technical skill, training or expertise.
- B. Emergency purchases pursuant to § 103(4) of General Municipal Law.
- 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 as surplus or secondhand.
- H. Goods purchased for less than \$1,000.
- I. Goods purchased under state contract or purchased through the state procurement process known as "Piggybacking" on another state or local agency contract.
- J. Purchases of material, equipment or supplies, or to contract for services (other than services subject to Article 8 or 9 of the Labor Law) through a contract established by any county in the state

### **Section VI. Approved purchase order required for Authority expenditures.**

The Authority Board hereby establishes a policy requiring an approved purchase order for all expenditures exceeding \$1,000.

**Section VII. Annual Review**

This policy shall be reviewed on an annual basis.