



## **DEVELOPMENT CHENANGO CORPORATION PROCUREMENT POLICY**

### **I**

#### **APPLICABILITY**

This procurement policy shall be applicable to the purchasing of and contracting for the supply of goods and services to the Development Chenango Corporation (hereafter the "DCC") for the DCC's own use and account.

### **II**

#### **PURPOSES**

This procurement policy shall have as its purpose the procurement of goods and services for the DCC's own use and account in such a manner as to assure the prudent and economical use of DCC monies in the best interest of the residents of the County of Chenango, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the applicable circumstances, and to guard against favoritism, improvidence, extravagance, fraud and corruption. In furtherance of these purposes all goods and services purchased by or contracted for by the DCC for its own use and account shall be procured or contracted for in accordance with the terms and provisions hereof.

### **III**

#### **DEFINITIONS**

Definitions. For purposes hereof the following words shall have the following meanings:

"Goods". Shall mean all tangible personal property of every kind and nature, any article, substance or thing of value, whether purchased outright, purchased on installment contract, leased or leased with option to purchase, and to be utilized by the DCC for its own use or account.

"Services". Shall mean work, work product, labor, computer services, transportation services, the supplying of equipment for use and in general the performance of any act or action, the undertaking or completion of any task for compensation on behalf of the DCC for its own use or account.

### **IV**

#### **WRITTEN INVOICE REQUIRED**

No payment for goods or services shall be made unless there shall first be submitted by the vendor or provider a written dated and itemized bill or invoice requesting payment for same.

### **V**

#### **MONETARY LIMITS FOR PROCUREMENT OF GOODS**

- A. Twenty-Five Hundred Dollars or less. The procurement of “Goods” for the sum of \$2500.00 or less may be made at any time, by the Executive Director, provided that the moneys for same are authorized and available in the annual budget, without resort to formal or informal competitive bidding procedures.
- B. More than Two thousand five Hundred Dollars but less than Ten Thousand Dollars. The procurement of “Goods” for a sum in excess of \$2500.00 but less than \$10,000.00 shall be subject to the informal competitive bidding procedure as hereinafter provided.

## VI

### MONETARY LIMITS FOR PROCUREMENT OF SERVICES

- A. Two thousand five hundred dollars or less. The procurement of “Services” for the sum of \$2500.00 or less may be made at any time by the Executive Director, provided that the moneys for same are authorized and available in the annual budget, without resort to formal or informal competitive bidding procedures.
- B. More than two thousand five hundred dollars but less than Twenty Thousand Dollars. The procurement of “Services” for the sum of more than \$2500.00 but less than \$20,000.00 shall be subject to the informal competitive bidding procedure as hereinafter provided.

## VII

### INFORMAL BIDDING PROCEDURE

The procurement of “Goods” in excess of \$2500.00 but less than \$10,000.00, and the procurement of “Services” in excess of \$2500.00 but less than \$20,000.00 shall be subject to the prior solicitation of at least three bids, quotes or estimates from vendors. Solicitation for bids, quotes or estimates may be verbally, by telephone, FAX or in writing. Responses to solicitations may be verbally, by telephone, FAX or in writing. A written memo of verbal and telephone responses shall be made by the person obtaining same. Memos shall contain the name, address and telephone number of the vendor, date of quote, amount of quote and name of person giving the quote. Goods or services shall be procured from the lowest, responsive, responsible bidder.

## VIII

### FORMAL BIDDING PROCEDURE

The procurement of “Goods” in excess of \$10,000.00 and “Services” in excess of \$20,000.00 shall be subject to the prior written solicitation of bids. Written solicitations shall contain instructions to bidders, specifications and bid submission deadline. Solicitation shall be published at least once, in The Evening Sun, at least three days prior to bid submission deadline. Goods or services shall be procured from the lowest, responsive, responsible bidder.

## IX

### AUTHORITY TO AWARD BIDS

The Executive Director is hereby authorized to award bids for goods and services in the amount of \$2,500.00 or less. All bids for goods or services in excess of \$2,500.00 shall be awarded by the Board.

X  
EMERGENCY EXCEPTION

The Chairman, Vice Chairman or Executive Director is hereby authorized to procure goods and services without regard to the limitations or restrictions set forth herein in the case of an emergency arising out of an accident, fire, flood, storm, or other unforeseen occurrence or condition whereby circumstances affecting DCC-owned or controlled building, property, personality, or the life, health, safety of persons, require immediate action which cannot await informal or form bidding and award procedures.

XI  
SURPLUS AND SECOND-HAND PROCUREMENTS

The purchase of surplus and second-hand supplies, material or equipment from the federal government, the State of New York or from any political subdivision, district or public benefit corporation shall not be subject to the limitations and restrictions set forth herein.

XII  
RIGHT TO REJECT ALL BIDS

The Board and the Executive Director, as the case may be, shall have in its or his sole discretion the right to reject with or without cause all bids, quotes or estimates, whether derived by informal or formal bidding procedures hereunder, and nothing contained herein shall be interpreted or construed to require, or mandate the Board or the Executive Director to award a bid solely upon the grounds that bids, quotes or estimates have been solicited.

XIII  
DEVIATIONS FROM POLICY

It is the overall purpose and intent of this Policy to cause the procurement of all goods and services from qualified and responsible vendors and providers of good reputation offering the required goods or services for the lowest prices. However, nothing contained herein shall be construed or interpreted to require the Board or the Executive Director, as the case may be, to procure goods or services in every instance from the lowest, responsible, responsive bidder or quoter. The Board or the Executive Director, as the case may be, shall have the right, in the exercise of its sound discretion to award a bid or contract to a party other than the lowest, responsive, responsible bidder, where same in the judgment of the Board or Executive Director is in the best interests of the DCC. Factors that may be considered by the Board or Executive Director in awarding to a party other than the low bidder or quoter, shall include but not be limited to: locale and proximity of bidder, established reputation, past dealings with the DCC, minority ownerships/workers, re-trained unemployed workers, veterans, handicapped workers.

XIV  
PROFESSIONAL SERVICES

The procurement of professional services, such as legal, accountant, financial, engineering, architectural shall be on a negotiated basis and shall not be subject to the limitations and restrictions applying herein.

XV  
CONFLICT OF INTEREST

DCC Board members, officials, officers and employees shall disclose a conflict of interest prior to voting on or otherwise discharging his/her duties regarding the procurement of goods and services for the DCC's own use and account.

XVI  
AMENDMENTS

This procurement policy may be amended at any time by the Board's adoption of a resolution providing therefore.

**GOODS:**

Amount	Informal Bidding Required	Formal Bidding Required	Award of Bid by Ex. Dir.	Award of Bid by Board
\$2500 or Less	No	No	Yes	No
>\$2500 <\$10,000	Yes	No	Yes, if \$2,500 or Less	Yes, if > \$2,500

> \$10,000		Yes	No	Yes
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**SERVICES:**

Amount	Informal Bidding Required	Formal Bidding Required	Award of Bid by Ex. Dir.	Award of Bid by Board
\$2500 or Less	No	No	Yes	No
>\$2500 <\$20,000	Yes	No	Yes, if \$2,500 or Less	Yes, if > \$2,500
> \$20,000		Yes	No	Yes