

**TOWN OF LANCASTER  
PROCUREMENT POLICY  
ADOPTED BY THE TOWN BOARD  
OF THE TOWN OF LANCASTER  
ON JANUARY 5, 2015**

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- A. Every prospective purchase of goods or services shall be evaluated to determine the applicability of Section 103 of the General Municipal Law. Every town officer, board, department head or other personnel with the requisite purchasing authority (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 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.
  
- B. All purchases of supplies or equipment which will exceed twenty thousand dollars (\$20,000) in the fiscal year, or public works contracts over thirty-five thousand dollars (\$35,000), shall be formally bid pursuant to Section 103 of the General Municipal Law.
  
- C. Quotes and proposals.
  - (1) All estimated purchases of supplies or equipment of:
    - (a) Less than twenty thousand dollars (\$20,000) but greater than ten thousand dollars (\$10,000) require a written request for a proposal (RFP) and written/fax quotes from three (3) vendors.
    - (b) Less than ten thousand dollars (\$10,000) but greater than five thousand dollars (\$5,000) require an oral request for the goods and oral/fax quotes from (2) vendors.
    - (c) Less than five thousand dollars (\$5,000) but greater than two hundred fifty dollars (\$250) are left to the discretion of the purchaser.
  
  - (2) All estimated public works contracts of:
    - (a) Less than thirty-five thousand dollars (\$35,000) but greater than twenty thousand dollars (\$20,000) require a written RFP and written/fax proposals from three (3) contractors.
    - (b) Less than twenty thousand dollars (\$20,000) but greater than ten thousand dollars (\$10,000) require a written RFP and

written/fax proposals from two (2) contractors.

- (c) Less than ten thousand dollars (\$10,000) but greater than five hundred dollars (\$500) are left to the discretion of the purchaser.
  - (3) Any written RFP shall describe the desired goods, quantity and the particulars of delivery. The purchaser shall compile a list of all vendors from who written/fax/oral quotes have been requested and the written/fax/oral quotes offered.
  - (4) Any information gathered in complying with the procedures of this policy shall be preserved and filed with documentation supporting the subsequent purchase of public works contracts.
- D. The lowest responsible proposal or quote shall be awarded the purchase of public works contracts, unless the purchaser prepares a written justification providing reasons why it is in the best interest of the town and its taxpayers to make an award to other than the low bidder. If a bidder is not deemed responsible, facts supporting that judgment shall also be documented and filed with the records supporting the procurement.
- E. 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.
- F. Except where directed by the Town Board, no solicitation of written proposals, quotations or bids shall be required under the following circumstances:
- (1) Supplies or equipment purchased for two hundred fifty dollars (\$250) or less.
  - (2) Public works contracts for five hundred dollars (\$500) or less.
  - (3) Procurement of professional services.
  - (4) Procurement of goods or services on an emergency basis pursuant to the General Municipal Law.
  - (5) Sole source purchases.
  - (6) Purchases under County or State contract.

- (7) Any other instances where procurement without solicitation of proposals, quotations or bids is authorized by law.
- G. All purchasers shall act consistent with the Town's Code of Ethics, and at all times act in the best interests of the Town and its taxpayers.
- H. This policy shall be reviewed annually by the Town Board at its organizational meeting or as soon thereafter as is reasonable or practical.
- I. The Town Supervisor shall compile and maintain a list of those individuals authorized as "purchasers" under this Policy, which shall be available for inspection in the Office of the Town Supervisor.