

Chapter 33 Procurement Policy

Adopted Local Law No.9 of 2024

§ 33-5 Applicability

A. The provisions of this chapter apply to Town contracts involving an expenditure of more than \$20,000 for goods and Town contracts for services involving an expenditure of more than \$35,000, but exclude purchase contracts necessary for the completion of a public works contract pursuant to Article 8 of the State Labor Law and excluding any other contract that may in the future be excluded under state law from the best value option. If the dollar thresholds of General Municipal Law §103 are increased or decreased in the future by the State Legislature, the dollar thresholds set forth herein shall be deemed simultaneously amended to match the new General Municipal Law thresholds.

B. Quotes and RFPs

(1) All estimated purchases of less than \$20,000 but greater than \$1,000 require a written request for a proposal ("RFP") and written/fax quotes from three vendors.

(2) For all estimated purchases of less than \$1,000, the source is left to the discretion of the purchaser.

(3) All estimated public works contracts of less than \$35,000 but greater than **\$5,000** require a written RFP and written/fax proposals from at least three contractors.

(4) All estimated public works contracts of less than **\$5,000** may be approved by the Town Supervisor, **and ratified by the town board.**

(5) All contracts of **\$5,000** or more must be approved by the Town Board. Contracts of less than **\$5,000** may be approved by the Town Supervisor, **and the comptroller will audit and approve the claim for payment upon submission from the supervisor.**