



City of Lockport

Procurement Policy

WHEREAS, Section 104-b of the General Municipal Law (GML) requires every city to adopt internal policies and procedures governing all procurement of goods and services not subject to the bidding requirements of GML, Section 103 or any other law; and

NOW THEREFORE BE IT RESOLVED, that the City of Lockport does hereby adopt the following procurement policies and procedures:

Guideline #1: Every prospective purchase of goods or services shall be evaluated to determine the applicability of GML Section 103. Every city officer, board, department head or other personnel with the requisite purchasing authority (hereinafter purchaser) shall estimate the cumulative amount of the items of supply or equipment needed in given fiscal year. That estimate shall include the canvass of other city 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.

Guideline #2: All purchase contracts which will exceed \$20,000 in the fiscal year or public works contracts over \$35,000 shall be formal bid pursuant to GML Section 103.

Guideline #3A: For the Purchase of Commodities, Equipment, or Goods (Non-Public Works):

Dollar Limit	Procedure
\$1 - \$2,999	At the discretion of the Department Head
\$3,000 - \$4,999	Documented oral/written/emailed quotes from at least three vendors
\$5,000 - \$19,999	Formal written/emailed quotes from at least three separate vendors
\$20,000 and up	Sealed bids in conformance with General Municipal Law, Section 53

Guideline #3B: For the Purchase of Public Works Projects/Contracts:

Dollar Limit	Procedure
\$1 - \$2,999	At the discretion of the Department Head
\$3,000 - \$4,999	Documented oral/written/emailed quotes from at least three vendors
\$5,000 - \$34,999	Formal written/emailed quotes from at least three separate vendors
\$35,000 and up	Sealed bids in conformance with General Municipal Law, Section 53

Any written RFP shall describe the desired goods, quantity and the particulars of delivery. The purchaser shall compile a list of all vendors from whom written/fax/oral quotes have been requested and the written/fax/oral quotes offered. One quotation must be obtained from a local vendor, if possible. All information gathered in complying with the procedures of this guideline shall be preserved and filed with the documentation supporting the subsequent purchase order and provided to the Principle Account Clerk in the Finance Department.

Guideline #4: The lowest responsible proposal or quote shall be awarded the purchase or public works contract unless the purchaser prepares a written justification providing reasons why it is in the best interest of the City and its taxpayers to make an award to other than the low bidder. Local vendors may be given a five percent (5%) price benefit for the contracts less than \$20,000 in determining lowest bid. If a bidder is not deemed responsible, facts supporting that judgment shall also be documented and filed with the record supporting the procurement.

Guideline #5: 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.

Guideline #6: No solicitation of written proposals or quotations shall be required under the following circumstances (but must still be documented with the attached worksheet):

- Emergencies, as defined by General Municipal Law Section 53 (4);
- Sole source situations;
- Goods purchased from agencies for the blind or severely handicapped;
- Goods purchased from correctional facilities;
- Goods purchased from another governmental agency;
- Goods purchased at auction;
- Goods purchased through a New York State and/or County contract (needs approval with a Council Resolution when substituting for the sealed bidding procedures).

Guideline #7: Departments are responsible for ensuring that procurement policy guidelines are withheld in their departments. Any other employee making purchases shall act subject to the direction of the department head responsible for purchasing.

Guideline #8: This policy shall be reviewed annually by the City of Lockport Common Council.

CITY OF LOCKPORT
PURCHASING WORKSHEET

DEPARTMENT HEAD: _____

DATE: ____/____/____

ITEM AND MODEL INFORMATION: _____

DESCRIPTION OF PRODUCT/COMMODITY/SERVICE: _____

BUDGET LINE ITEM: _____

BUDGET LINE ITEM CURRENT BALANCE: _____ as of _____ (Date)

Note: If current budgetary balances do not suffice, please refer to the Budget Amendment Policy and provide a worksheet if amendment is over \$10,000.

Guidelines: (Check one that applies)

- Option 1:** Non-Public Works: **\$20,000 and up** / Public Works : **\$35,000 and up**
Written specifications, Advertising & Sealed Bids (received by City Clerk from formal RFP process)
Requesting bids and approving bids each require approved Common Council resolutions.
- Option 2:** Non-Public Works: **\$5,000 to \$19,999** / Public Works: **\$5,000 to \$34,999**
Attach three (3) written/fax quotations and detail them below:
- Option 3:** Non-Public Works: **\$3,000 to \$4,999** / Public Works : **\$3,000 to \$4,999**
Detail three (3) oral/written/emailed quotations below:

LIST VENDOR, MODEL, PRICE BELOW

1. Local Vendor _____

2. Local Vendor _____

3. Local Vendor _____

If lowest quoted price is not awarded, please detail reason: _____

Reasons for non-solicitation: (Check one that applies)

- emergencies; sole source situations; goods purchased from agencies for the blind or severely handicapped;
- goods purchased from correctional facilities; goods purchased from another governmental agency;
- goods purchased at auction; goods purchased under NY State/County Contract #: _____