

Procurement Policy

Written: October 16, 2024

Adopted: February 5, 2025

Every prospective purchase of goods or services shall be evaluated to determine it is in accordance with the requirements of 24 CFR 84.40-48 and the Town of Cheektowaga Procurement Policy. The Cheektowaga Economic Development Corporation (CEDC) shall estimate, on an annual basis, in accordance with the program year, the cumulative amount of the items of supply or equipment needed in a given fiscal year. That estimate along with past history will 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.

1. All purchases of supplies or equipment which will cumulatively exceed \$10,000.00 in the fiscal year shall be formally bid pursuant to Section 103 of the General Municipal Law.
2. All estimated purchases of:
 - a. Less than \$10,000.00 but greater than \$4,000.00 require a written request for proposals ("RFP") and written/fax quotes from three (3) vendors.
 - b. Less than or equal to \$4,000.00 but greater than \$2,000.00 require an oral request for the goods and oral/fax quotes from two (2) vendors.
 - c. Less than or equal to \$2,000.00 are left to the discretion of the Purchaser.

Any written RFP shall describe the desired goods and/or services, quantity, and the particulars of delivery. The Purchaser shall compile a list of all vendors/contractors from whom written/fax/oral quotes have been requested and the written/fax/oral quotes offered. The Purchaser shall contact the vendors/contractors that are likely to provide the best possible goods/services at the lowest possible price, and may for this purpose take into account vendors who have satisfactorily performed work for the corporation in the past.

Adequate liability insurance from all vendors and contractors is required.

All information gathered in complying with the procedures of this Guideline shall be preserved and filed with the documentation supporting the subsequent purchase.

3. The lowest responsible proposal or quote shall be awarded the purchase unless written justification is prepared providing reasons why it is in the best interest of

the corporation to make an award to other than the low bidder. If a proposal is not deemed responsible, facts supporting that judgment shall also be documented and filed with the record supporting the procurement.

4. 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.
5. No solicitation of written proposals or quotations shall be required under the following circumstances:
 - a. Acquisition of professional services;
 - b. Emergencies;
 - 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 New York State or counties within New York State.