

RESOLUTION NO. 357

AMENDING AND UPDATING THE ALBANY COUNTY PROCUREMENT POLICY

Introduced: 9/13/10

By Audit and Finance Committee, Mr. Dawson, Ms. Benedict, Messrs. Carman, Clouse, Hoblock, Ms. Lockart, Messrs. Mendick, Tunny and Zeilman:

WHEREAS, Section 104-b of the NYS General Municipal Law requires every municipality 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

WHEREAS, The County's Purchasing Agent has recommended updating and amending the policy to reflect recent changes to the General Municipal Law in an effort to practically and reasonably apply the policy for everyday use and to maximize the time and resources of the Purchasing Division without sacrificing the competitive nature of the procurement process, now, therefore be it

RESOLVED, By the Albany County Legislature that the Albany County Procurement Policy is hereby amended and updated as follows:

Purchases of Commodities, Equipment or Goods:

\$.00 - \$999.99	1 documented telephone price inquiry or written quote
\$1,000.00 - \$3,999.99	Minimum of 2 vendor submitted written, e-mail or facsimile price quotes
\$4,000.00 - \$19,999.99	Minimum of 3 vendor submitted written, e-mail or facsimile price quotes
\$20,000.00 and over	Sealed Bids in conformance with General Municipal Law, Sec. 103

Purchases for Public Works Projects/Contracts:

\$.00 - \$4,999.99	1 documented telephone price inquiry, e-mail, or facsimile price quote
\$5,000.00 - \$34,999.99	Minimum of 3 vendor price requests with written, e-mail or facsimile price quotes
\$35,000.00 and over	Sealed Bids in conformance with General Municipal Law, Sec. 103

and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of the resolution to the appropriate County Officials.

Adopted by unanimous vote. 9/13/10