

TOWN OF SHERBURNE

PURCHASING POLICY

PURCHASE OF SUPPLIES AND MATERIALS:

Whenever possible, the Town of Sherburne, will purchase from State or County contract, NJPA, (National Joint Powers Alliance), Industries for the Blind, severely handicapped, or from Correctional Facilities (State Finance Law, Section 162). No requests for proposals or written quotes will be required for insurance policies, acquisition of professional services, emergencies, goods purchased at auction, or goods purchased from another governmental agency. If the item being purchased is from a sole source situation, a letter from the institution stating that it is a sole source will be attached to the invoice.

If purchases for supplies and materials, which are of a like nature, will total over \$20,000.00 in a fiscal year, the items will be formally bid with the award being made in accordance with state and local law.

Purchases under \$20,000.00 of like or similar goods will follow the quoting guidelines below:

Under \$5,000. ---- No quotes, left to discretion of Purchaser

\$5,000 to \$20,000.00 ---Three written quotes

The written quotes will be attached to bills when they are submitted for payment.

PUBLIC WORKS CONTRACTS:

All public works contracts over \$35,000.00 in a fiscal year will be formally bid with the award being made in accordance with state and local law.

Public works contracts under \$35,000.00 will follow the quoting guidelines below:

Under \$7,500.00 ---- No quotes

\$7,500.01 to \$35,000.00 --- Three written quotes

The written quotes will be attached to the bills when they are submitted for payment.

The Town reserves the right to award any request for proposal, quote or bid to the vendor who has proven to be responsible, and whereby the board has determined that the award will be in the best interest of the Town.

PROPOSED POLICY – Dated: September 14, 2016

Town of Sherburne

Sherburne, NY