

June 19, 2012

**RESOLUTION AUTHORIZING PROCUREMENT GUIDELINES FOR THE ISLIP RESOURCE RECOVERY AGENCY, AS ESTABLISHED BY § 103 OF THE GENERAL MUNICIPAL LAW.**

**WHEREAS,** General Municipal Law § 104-b mandates that local government develop procurement policies and procedures for the procurement of goods and services not required to be made pursuant to the competitive bidding requirements of General Municipal Law § 103 and said policies and procedures are to be reviewed annually by the Agency Board; and

**WHEREAS,** such policies and procedures are intended to insure that prudent and economical use is made of public monies in the best interest of the taxpayers of the Town, to facilitate the acquisition of goods, Agency assets and public work of maximum quality at the lowest possible cost under the circumstances; and

**WHEREAS,** such formal policies and procedures governing the procurement of goods, Assets, and public work; also assist in guarding against favoritism, improvidence, extravagance, fraud and corruption; and

**WHEREAS,** the Islip Resource Recovery has always abided by similar procurement standards pursuant to its own internal policies;

**NOW, THEREFORE** on motion of Mr. Cochrane, seconded by Mr. Flotteron, be it

**RESOLVED,** that after review, the following procurement procedures are adopted for purposes of governing the purchasing of goods:

\$ 1.00 - \$499.00	Direct Purchase by Agency
\$ 500.00 - \$19,999.00	Documented verbal or written quotes of from at least three (3) separate vendors (if available)
\$20,000.00 – and up	Advertised formal sealed bids in conformance with all annual requirements. General Municipal Law, Section 103 contracts, letting and blanket orders

and; be it further

**RESOLVED**, that the following procurement procedures are adopted for the purposes of governing the purchase of public works:

\$ 1.00 - \$499.00	Purchase at the discretion of a duly authorized Representative of the Agency
\$ 500.00 - \$34,999.99	Documented verbal or written quotes of from at least three (3) vendors (if available) and written prevailing wage certification as required under Articles 8 and 9 of the Labor Law
\$35,000.00 – and up	Advertised, formal, sealed bids in conformance with all General and all annual Municipal Law, Section 103 requirements, lettings and blanket orders

and; be it further

**RESOLVED**, that the following procedures shall apply to the procurement of goods, Agency Asset Acquisition and public works:

1. Purchases shall be awarded to the lowest responsible and responsive vendor, however, whenever other than the lowest quote receives the award, there must be written documentation explaining why the lowest bid was rejected and or justification for the award made;
2. documented explanation must be provided whenever the required number of quotes cannot be accommodated; and
3. The Board of the Islip Resource Recovery Agency shall review these policies and procedures annually; and be it further

**RESOLVED**, that the following circumstances may warrant exceptions to the procedures set forth herein;

1. in the case of a public emergency whereby circumstances affecting public buildings, public property or the life, health, safety or property of the inhabitants of the Town of Islip require immediate actions, contracts for public works or the purchase of goods may be authorized by the appropriate Officer of the Agency.
2. where immediate need for goods, Agency Asset Acquisition or public work could not have been anticipated, confirmation orders approved by the appropriate Agency Officer may be obtained;

**RESOLVED**, that any and all procedures not specifically covered in these policies shall be adhered to as covered in General Municipal Law, Section 104-b and; be it further

**RESOLVED**, that the Agency Board shall by resolution approve all purchases of goods greater than \$20,000, and public works contracts and professional services contracts greater than \$35,000; and be it further

**RESOLVED**, that contracts involving professional services or specialized skills or expertise are not subject to the provisions of this resolution; and the Town Board hereby finds that it is not in the best interest of the Town of Islip to base the award of such contracts on strictly monetary criteria.

Upon a vote being taken, the result was: unanimously carried – 5/0.