

January 6, 2025
No. 23

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 Town Board; and

WHEREAS, such policies and procedures are intended to ensure 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 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 and public works also assist in guarding against favoritism, improvidence, extravagance, fraud and corruption; and

WHEREAS, the Division of Purchasing has long abided by similar procurement standards pursuant to its own internal policies;

NOW, THEREFORE on motion of Councilperson Jorge Guadron,
seconded by Councilperson Michael McElwee, Jr., be it

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

\$1.00 - \$999.99	Direct Purchase by Department
\$1,000.00 - \$19,999.99	Documented written quotes from at least three (3) separate vendors (if available)

\$20,000.00 - and up

Advertised, formal, sealed bids in conformance with all requirements of General Municipal Law Section 103 for 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 - \$999.99

Purchase at the discretion of a duly authorized representative of the Department or Division of Purchasing

\$1,000.00 - \$34,999.99

Documented written quotes 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 requirements of General Municipal Law, Section 103 for contracts, lettings, and blanket orders

and; be it further

RESOLVED, that the following procedures shall apply to both the procurement of goods and public works:

- 1) purchases shall be awarded to the lowest responsible and responsive vendor; however, whenever a vendor other than the one with 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 and approved by Purchasing;
- 2) documented explanation must be provided whenever the required number of quotes cannot be accommodated; and
- 3) the Town Board of the Town of Islip 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 action, contracts for public works or the purchase of goods may be authorized by the appropriate commissioner or department head in consultation with the Supervisor and Town Attorney or their duly authorized representative(s); and be it further

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 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 strictly upon monetary criteria.

Upon a vote being taken, the result was: 5-0