

PURCHASING DEPARTMENT

QUOTATIONS AND LEGAL BID REQUIREMENTS

For all expenditures, no matter the fund source or whether reimbursable by Grant money, NYS etc.

CAPITAL EQUIPMENT, MATERIALS, SUPPLIES & SOME SERVICES, SUCH AS PRINTING:

This category includes equipment lasting more than one year and each unit costs \$500 or more.

\$5,000 – \$19,999: Three quotes required, obtained by phone or email by the Requisitioner or Purchasing personnel when assistance locating a vendor is needed. Quote form must be completed and submitted with the requisition.

\$20,000 – Over: Sealed, public bid required, responsibility of the Procurement Coordinator. Requisitioner supplies the names the current vendor and/or multiple responsible and reliable vendors and specifications to identify equipment or services completely so all vendors will bid on same type of item. This is also applicable when capital equipment is purchased in aggregate. **For example:** Copy paper is purchased throughout the year and purchased from more than one vendor. Vendor A is projected to supply \$14,500 in copy paper and Vendor B \$10,000 in copy paper. The total amount expected to be expended for the twelve-month period (Sept. 1 – Aug. 31) commencing on the date of first purchase of copy paper determines whether the threshold is exceeded. Because the aggregate purchase of the copy paper for the twelve-month period is estimated to be in excess of \$20,000, competitive bidding is required for these purchases, unless an exception applies (eg: State Contract Purchase). It is easy to see from this example how planning plays an important role in determining the need to comply with statutory bidding or offering requirements, and in fostering competition and achieving potential cost savings.

PUBLIC WORKS

“PUBLIC WORKS” relates to most contracts related to construction or reconstruction or maintenance, including building services. A three-prong test is applied to determine whether a particular project is public work and subject to the prevailing wage requirements of Labor Law § 220 and article I, § 17 of the State Constitution. First, a public agency must be a party to a contract involving the employment of laborers, workmen, or mechanics. Second, the contract must concern a project that primarily involves construction-like labor and is paid for by public funds. Third, the primary objective or function of the work product must be the use or other benefit of the general public.

\$0 to \$35,000: Four written quotes required obtained by Requisitioner. Department may recommend Award. Contract Awarded at the discretion of the Purchasing Department.

Over \$35,000: Sealed, public bid per General Municipal Law §103

**PLEASE CONTACT PURCHASING at x. 4780
IF THERE ARE ANY QUESTIONS**

References:

<https://www.osc.state.ny.us/localgov/pubs/lgmg/seekingcompetition.pdf>

https://labor.ny.gov/workerprotection/publicwork/PW_faq1.shtm