

Canandaigua LDC 2019 Procurement Policy

The Procurement Policy previously adopted by the Canandaigua Local Development Corporation (herein after referred to as the 'LDC') Board of Directors on October 1, 2019 is hereby adopted by the for the year 2019. This policy must be strictly adhered to by all empowered with the authority to make purchases on behalf of the LDC.

Canandaigua LDC Procurement Policy

1. All purchases of (a) supplies or equipment which will equal or exceed \$20,000 in the fiscal year shall be formally bid pursuant to GML, §103 and shall require approval by resolution of the LDC Board prior to committing the LDC to purchase such good or service.
2. Unless previously approved by Resolution of the LDC Board, all purchases of Goods in excess of \$ 1,000 require a purchase order to be approved by the Treasurer prior to ordering the Goods or entering into agreement.
3. Purchases of Goods or Services:
 - Less than \$20,000 but greater than \$10,000 require a written request for a quote (RFQ) and written/fax quotes from 3 vendors. Purchaser shall attach quotes, approved purchase order, and RFQ to the voucher, prior to submission to the LDC Board for payment.
 - Less than \$10,000 but greater than \$1,000 require an oral request for the goods and oral/fax quotes from 2 vendors. Purchaser shall attach quotes to the approved purchase order and voucher, prior to submission to the LDC Board for payment.
 - Less than \$1,000 are left to discretion of the Purchaser.

Any written RFQ (Request for Quote) shall describe the desired goods, quantity, and the particulars of delivery. The Purchaser shall compile a list of all vendors from whom written/fax/oral quotes have been requested and the written/fax/oral quotes offered.

Any information gathered in complying with the procedures of this Policy shall be preserved and filed with the documentation supporting the subsequent purchase and submitted to the LDC Board.

By LDC Board resolution, the lowest responsive/responsible quote shall be awarded the purchase or public works contract unless the Purchaser prepares a written justification providing reasons why it is in the best interest of the LDC to make an award to other than the low bidder. If a bidder is not deemed responsible, facts supporting that judgment shall also be documented and filed with the record supporting the procurement.

A good faith effort shall be made to obtain the required number of proposals or quotations. If the Purchaser is unable to obtain the required number of proposals or quotations, the Purchaser shall document the attempt made at obtaining the proposals. In no event shall the inability to obtain the proposals or quoted be a bar to the procurement.

4. Except when directed by the LDC Board, no solicitation of written proposals or quotations shall be required under the following circumstances:
 1. Acquisition of professional services;
 2. Emergencies;
 3. Sole Source situations;
 4. Goods purchased from agencies for the blind or severely handicapped;
 5. Goods purchased from correctional facilities;
 6. Goods purchased from another governmental agency;
 7. Goods purchased at auction;
 8. Goods purchased for less than \$1,000.00;
5. It shall be the responsibility of all officers and employees to adhere to the procurement policy. The Treasurer shall be responsible to enforce the policy, and notify the LDC Board of instances where the procurement policy has not been followed.
6. The LDC Board reserves the right to reject any and all bids, re-bid, negotiate any contracts, award the contract to the bid which, in the LDC Board's sole discretion, best serves the interests of the LDC and waive any formalities in the bid process.
7. This policy shall be reviewed annually by the LDC Board at its organizational meeting or as soon thereafter as is reasonably practicable.

Adopted October 1, 2019
Motion: Kevin Reynolds
Second: Bob Taylor
Vote: 5 – 0