

**PROCUREMENT POLICY  
FOR THE VILLAGE OF BELMONT  
REVIEWED AND ADOPTED APRIL 15, 2013**

WHEREAS, Section 104-b of the General Municipal Law (GML) requires every Village to adopt internal policies and procedures governing all procurements of goods and services not subject to the bidding requirements of GML, § 103 or any other law: and

WHEREAS, comments have been solicited from those officers of the Village involved with the procurement;

NOW THEREFORE, be it RESOLVED: That the Village of Belmont does hereby adopt the following procurement policies and procedures:

GUIDELINE 1. Every prospective purchase of goods or services shall be evaluated to determine the applicability of GML § 103. Every Village officer, board, department head or other personnel with the requisite of purchasing authority (hereinafter Purchaser) shall estimate the cumulative amount of the items of supply or equipment needed in a given fiscal year. That estimate shall include the canvass of other Municipal departments and past history to determine the likely yearly value of the commodity to be acquired. The information gathered and conclusions reached shall be documented and kept with the file or other documentation supporting the purchase activity.

GUIDELINE 2. All purchases of a) supplies or equipment which will exceed \$10,000 in the fiscal year or b) public works contracts over \$20,000 shall be formally bid pursuant to GML § 103.

GUIDELINE 3. All estimated purchases of:

- \* Less than \$10,000 but greater than \$3,000 requires a written request for a proposal (RFP) and written/fax quotes from 3 vendors which must be presented to the board.
- \* Less than \$3,000 but greater than \$1,500 require a written request for the goods and oral/fax quotes from 2 vendors, which must be presented to the board.
- \* Less than \$1,500 requires a written request for the goods, which must be presented to the Mayor for approval.

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All estimated public works contracts of:

- \* Less than \$20,000 but greater than \$10,000 requires a written RFP and fax/proposals from 3 contractors and board approval
- \* Less than \$10,000 but greater than \$3,000 require a written RFP and fax/proposals from 2 contractors and board approval.
- \* Less than \$3,000 but greater than \$1,500 require an oral request for proposal and fax/proposals from 2 contractors and board approval.
- \* Less than \$1,500 require a written request which must be presented to the Mayor for approval.
- \* Any written RFP 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.

All information gathered in complying with the procedures of this guideline shall be preserved and filed with the documentation supporting the subsequent purchase or public works contract and available for Village Board review.

GUIDELINE 4. The lowest responsible proposal or 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 Village and its taxpayers 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 and so stated on the official minutes.

GUIDELINE 5. 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 quotes be a bar to the procurement.

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GUIDELINE 6. Except when directed by the Village Board, no solicitation of written proposals or quotations shall be required under the following circumstances:

- a) Acquisition of professional services
- b) Emergencies as declared by the board
- c) Sole source situations
- d) Goods purchased at auction
- e) Goods purchased for less than \$500
- d) Public works contracts for less than \$500

GUIDELINE 7. This policy shall be reviewed annually by the Village Board at its annual organizational meeting or as soon thereafter as is reasonably practicable.