

CIVIC CENTER MONROE COUNTY LOCAL DEVELOPMENT CORPORATION

Purchasing Policy

1. Civic Center Monroe County Local Development Corporation (“Corporation”) is a Not-For-Profit Local Development Corporation pursuant to Sections 402 and 1411 of the Not-For-Profit Corporation Law of the State of New York. All purchasing on behalf of the Corporation shall be conducted in accordance with this policy and within amounts appropriated in the annual budget.

2. The purchase of equipment, supplies, material, and non professional services shall be authorized as follows:

- a. Where the estimated total cost does not exceed \$5,000, purchases shall be made upon verbal quotations at the discretion of Management. In the event the purchase is made from a vendor not providing the lowest quote, a written explanation will be placed in the file.
- b. Where the estimated total cost is over \$5,000 and does not exceed \$10,000, the purchase shall be made upon at least three (3) written quotations if available and shall be authorized by Management.
- c. Where the estimated total cost is over \$10,000, the purchase shall be made based upon a competitive bidding process. The Board of Directors shall authorize award of contracts for such purchases if the purchase was not anticipated in the Corporation’s adopted Annual Budget.
- d. Purchases may be made from a Federal, State, County, or other Municipal, State Authority, or Local Development Corporation contracts. Such purchases are not subject to the requirements specified in items 2.a.-2.c., above.
- e. All purchases of \$5,000 or more shall be reported to the Board of Directors on a semi-annual basis. In the event that the purchase is made from a vendor not providing the lowest cost, an explanation shall be included in this report.

3. Professional services agreements are not required to be awarded to the lowest responsible bidder but rather the Corporation may use a selection process to determine the most qualified proposal to perform the services. The purchase of professional services shall be authorized as follows:

- a. Where the estimated total cost does not exceed \$5,000, purchases shall be made upon verbal proposals at the discretion of Management.

- b. Where the estimated total cost is over \$5,000 and does not exceed \$10,000, the purchase shall be made upon at least three (3) written proposals if available and shall be authorized by Management.
- c. Where the estimated total cost is over \$10,000, the purchase shall be made based upon a request for proposals process. The Board of Directors shall authorize award of contracts for such purchases if the purchase was not anticipated in the Corporation's adopted Annual Budget.
- d. Purchases may be made from a Federal, State, County, or other Municipal, State Authority, or Local Development Corporation contracts. Such purchases are not subject to the requirements specified in items 3.a.-3.c., above.
- e. All purchases of \$5,000 or more shall be reported to the Board of Directors on a semi-annual basis.

4. Emergency Purchase Orders. Where an emergency condition exists posing imminent danger to public health, personal safety or public or private property Management is authorized to make such purchases of goods or services which may be necessary to meet the emergency condition without following the purchasing policy. In each case, where practicable, Management will endeavor to obtain, at a minimum, verbal quotations for the work or services necessary. Any and all emergency purchases in excess of \$5,000 shall be reported to the Board of Directors as soon as practicable and for any such purchases in excess of \$100,000 the Board shall be notified electronically and/or telephonically prior to purchase if possible.

5. Sole Source Purchases. Where the goods or the services may be purchased from just one source (defined as sole source items) the procurement of said items need not follow this purchasing policy. In order to purchase goods or services without competitive bidding or a competitive quotations Management must certify that the goods or services are only available through one source.

6. Standardization. Where the Corporation's customer requests the purchase of certain goods and services from certain sources for compelling reasons of efficiency, economies of scale, coordination, integration, or other purposes critical to the customer's mission, the Board of Directors shall authorize such purchases from sources specified by the customer in order to advance the customer's standardization objectives, provided such purchases are consistent with the Corporation's adopted Annual Budget. Where the goods or the services may be purchased pursuant to such standardization authority granted by the Board of Directors, the procurement of said items need not follow this purchasing policy.

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