

**VILLAGE OF HOOSICK FALLS  
ORGANIZATIONAL MEETING**

**August 19, 2024**

**RESOLUTION ADOPTING THE LOCAL PROCUREMENT POLICY OF  
THE VILLAGE OF HOOSICK FALLS**

**WHEREAS**, Section 104-b of the General Municipal Law (GML) requires every governing board of a political body to adopt, by resolution, internal policies and procedures governing all procurement of goods and services not subject to the bidding requirement of GML, 103 or any other law; and

**WHEREAS**, comments have been solicited from those employees and Trustees of the Village of Hoosick Falls involved with procurement (purchasing),

**NOW, THEREFORE BE IT RESOLVED** by the Board of Trustees of the Village of Hoosick Falls that the following procurement (purchasing) policy is hereby adopted pursuant to General Municipal Law § 104-b:

**Village of Hoosick Falls Procurement Policy**

**1. Purpose; intent.**

- A. Section 104-b of the General Municipal Law, (GML) requires every Village to adopt internal policies and procedures governing all procurement of goods and services not subject to the bidding requirement of GML § 103 or any other law; and
- B. It is the intent of this Board to follow all purchasing regulations and policies as prescribed in the General Municipal Law; and
- C. The Village of Hoosick Falls does hereby adopt the following procurement policies and procedures.

**2. Determination of purchase type.**

- A. Every prospective purchase of goods or services shall be evaluated to determine the applicability of GML § 103.
- B. Every Village official, board member, department head or other employee with requisite purchasing authority (hereinafter "Purchasing Agent") shall estimate the cumulative amount of items of supply or equipment needed in a given fiscal year. That estimate shall include the canvass of the other Village departments and past history of department expenditures to determine the likely yearly value of the commodity to be acquired.

- C. The information gathered and conclusions reached shall be documented and kept with the file or other documentation supporting the purchase activity. This collection of estimates shall be turned in when the Mayor and/or Treasurer begins preparing the next annual budget.

**3. Purchases subject to formal bid.**

All purchases of:

- a) supplies or equipment which will exceed \$20,000 in the fiscal year, or
  - b) public works contracts exceeding \$35,000,
- shall be formally bid pursuant to General Municipal Law 103, and is the New York State threshold.

**4. Method of purchase; documentation required.**

**Estimated purchase of**

<b>Goods and Services:</b>	<b>Procedures:</b>
Less than \$1,000	Left to the discretion of the purchasing agent. The purchaser shall make reasonable efforts to obtain the best price.
\$1,000 - \$4,999	Requires a written, faxed, or emailed quote and/or proposal from 2 or more vendors*.
\$5,000 - \$19,999	Requires a written request for proposal and/or written/faxed/emailed quote from at least 3 vendors*.

*\*In the case that the minimum required vendor quotes are unable to be obtained, and a reasonable time (three weeks minimum) has gone by, 1 fewer quote would be acceptable, but the record must include the failed attempts to receive the third quote.*

**Estimated purchase of**

<b>Public Works Contracts:</b>	<b>Procedures:</b>
Less than \$1,000	Left to the discretion of the purchasing agent, as long as said purchase is within the approved budget for the fiscal year. If not, it will require Board approval. The purchaser shall make reasonable efforts to obtain the best price.
\$1,000 - \$9,999	Requires a written, faxed, or emailed quote and/or proposal from 2 or more vendors*.
\$10,000 - \$19,999	Requires written/faxed/emailed quotes from 3 vendors*.
\$20,000 - \$34,999	Requires a written request for proposal and/or written/faxed/emailed quote from at least 3 vendors*.

*\*In the case that the minimum required vendor quotes are unable to be obtained, and a reasonable time (three weeks minimum) has gone by, 1 fewer quote would be acceptable, but the record must include the failed attempts to receive the third quote.*

- A. Any written RFP shall describe the desired goods, quantity, and particulars of delivery. The purchasing agent shall compile a list of all vendors from whom written/fax/emailed quotes have been requested and the written/fax/emailed quotes received.
- B. All information gathered in complying with these procedures shall be preserved and filed with documentation supporting the subsequent purchase or public contract.

**5. Awarding of contracts.**

The lowest responsible proposal or quote shall be awarded the contract for the purchase of goods, services or public works contract unless the purchasing agent 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 judgement shall also be documented and filed with the record supporting the procurement.

**6. Obtaining required number of proposals.**

A good faith effort shall be made to obtain the required number of proposals or quotations. If the purchasing agent is unable to obtain the required number of proposals or quotations as outlined in section 4, the purchasing agent 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.

**7. Exceptions.**

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
- C. Sole Source situations
- D. Goods purchased from agencies for the blind or severely handicapped
- E. Goods purchased from correctional facilities
- F. Goods purchased from another governmental agency
- G. Goods purchased under a state or county contract
- H. Goods purchased for less than \$1,000
- I. Public works contracts less than \$1,000.
- J. Purchase of insurance
- K. Purchase of utilities.

**8. Emergency purchase.**

In the case of an emergency, the Mayor may approve such purchase, provided that the approval of such purchase could not wait until the next regular Village Board meeting. In case the Mayor is unavailable,

the Deputy Mayor would be next in line, followed by the department chair. If purchase is made under this emergency condition, the purchasing agent and Chief Fiscal Officer will inform the Village Board of such a purchase in email ahead of the next regular meeting, and make note of it on the record at its next regular meeting. In any event, the purchase will still be required to follow the guidelines set forth above.

**9. Annual Review.**

The Village Board, at its organizational meeting, shall review this policy annually or as soon thereafter as is reasonably practicable and approve it via Resolution.

The foregoing Resolution, offered by Trustee Sauer and seconded by Trustee Hanselman was duly put to a roll call vote as follows:

TRUSTEE DANIEL SCHUTTIG	VOTING <u><del>Absent</del> Yes</u>
TRUSTEE BRETT HANSELMAN	VOTING <u>Yes</u>
TRUSTEE DEB ALTER	VOTING <u>Yes</u>
TRUSTEE MEGAN WALREAD	VOTING <u>Absent</u>
TRUSTEE DOUG SAUER	VOTING <u>Yes</u>
DEPUTY MAYOR ROBERT RYAN	VOTING <u>Yes</u>
MAYOR ROBERT ALLEN	VOTING <u>Yes</u>

The foregoing Resolution was/was not thereupon declared duly adopted.

August 19, 2024

*Wendy Davis*  
village clerk