

Village of Millbrook Quotation Form				Department:	
Date Item/ Service is needed by:				Dept. Head Name:	
Was this item/service budgeted? Yes___ No___ Request Description:				GL Line To Charge:	
				Date Submitted:	
Name of Supplier	Merchant Contact Info	Date Quote Obtained	Amount Per Item or Service	Total	Vendor Selected (Check One)
Purchase Policy- Non Public Works			Signature:		
Estimated Amount of Purchase Contract:					
\$1,500-\$2,999 - 2 written quotes* (see pg 2)			<i>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 will document the attempt made at obtaining the proposals. In no event shall the failure to obtain the proposals be a</i>		
\$3,000-\$19,999 - 3 written quotes ** (see pg 2)					
Purchase			<i>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 will document the attempt made at obtaining the proposals. In no event shall the failure to obtain the proposals be a</i>		
Public Works					
Estimated Amount of Purchase Contract:			<i>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 will document the attempt made at obtaining the proposals. In no event shall the failure to obtain the proposals be a</i>		
\$2,500-\$3,999 - 2 written quotes* (see pg 2)					
\$4,000-\$34,999 -3 written quotes ** (see pg 2)			<i>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 will document the attempt made at obtaining the proposals. In no event shall the failure to obtain the proposals be a</i>		
Please do not forget to submit receipts!					

PROCUREMENT POLICY - Updated 2025**1. Adoption; applicability.**

The Village of Millbrook does hereby adopt the following procurement policy which is intended to apply to all goods and services which are not required by law to be publicly bid.

2. Determination of purchase.

Every purchase made will be initially reviewed to determine whether it is a purchase contract or a public works contract. Once that determination is made, a good faith effort will be made to determine whether it is known or can reasonably be expected that the aggregate amount to be spent on the item of supply or service is not subject to competitive bidding, taking into account past purchases and the aggregate amount to be spent in a year.

3. Purchases not subject to competitive bidding.

All goods and services will be secured by use of written requests for proposals or quotations that assures goods or services will be purchased at the lowest price and that favoritism will be avoided, except in the following circumstances.

The following items are not subject to competitive bidding pursuant to § 103 of the General Municipal Law:

- A. Purchase contracts under \$20,000 and public works contracts under \$35,000.
- B. Emergency purchases.
- C. Goods purchased from correctional institutions.
- D. Purchases under state and county contracts.
- E. Surplus and secondhand purchases from another governmental entity.
- F. Purchases pursuant to Section 7 of this policy.

4. Documentation of decision regarding bidding.

The decision that a purchase is not subject to competitive bidding will be documented, in writing, by the individual making the purchase. This documentation may include written quotes from vendors, a memo from the purchaser indicating how the decision was arrived at, a copy of the contract indicating the source which makes the item or service exempt, a memo from the purchaser detailing the circumstances which led to an emergency purchase or any other written documentation that is appropriate.

5. Method of purchase.

A. The following method of purchase will be used when required by this policy in order to achieve the highest savings:

<u>Estimated Amount of Purchase Contract</u>	<u>Quote requirements</u>
\$0.01- \$1,499	Purchases made at the discretion of Dept. head- receipts MUST be submitted
\$1,500-\$2,999	*2 written quotes (email/fax) or cost/price comparison search record (D)
\$3,000-\$19,999	**3 written quotes (email/fax) or cost/price comparison (D)- <u>Board Approval Before Purchase</u>
<u>Estimated Amount of Public Works Contract</u>	<u>Quote requirements</u>
\$0.01- \$2,499	Purchases made at the discretion of Dept. head- receipts MUST be submitted
\$2,500-\$3,999	*2 written quotes (email/fax) or cost/price comparison search record (D)
\$4,000-\$34,999	**3 written quotes (email/fax) or cost/price comparison (D)- <u>Board Approval Before Purchase</u>

B. 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 will document the attempt made at obtaining the proposals. In no event shall the failure to obtain the proposals be a bar to the procurement.

C. It is preferred quotes be on company letterhead or an email with company signature, but not mandatory. When possible, at least 1 quote should be from an M/WBE vendor.

D. Cost/Price Comparison Search Record- comparing items while shopping either at a physical store or online store in order to see which one is the best or has the lowest price. Dept. heads may print and attach internet search findings to the quote form or record in detail search findings on the quote form.

6. Documentation required.

A. Documentation is required of each action taken in connection with each procurement using the Village of Millbrook quotation form.

B. Documentation and an explanation is required whenever a contract is awarded to other than the lowest responsible offeror. This documentation will include an explanation of how the award will achieve savings or how the offeror was not responsible.

7. Alternative proposals not required.

Pursuant to General Municipal Law § 104-b, Subdivision 2f, a procurement policy may contain circumstances when, or types of procurements for which, in the sole discretion of the governing body, the solicitation of alternative proposals or quotations will not be in the best interest of the municipality. In the following circumstances it may not be in the best interests of the Village of Millbrook to solicit quotations or document the basis for not accepting the lowest bid:

A. Professional services or services requiring special or technical skill, training or expertise.

(1) The individual or company must be chosen based on accountability, reliability, responsibility, skill, education and training, judgment, integrity and moral worth. These qualifications are not necessarily found in the individual or company that offers the lowest price, and the nature of these services are such that they do not readily lend themselves to competitive procurement procedures. In determining whether a service fits into this category, the Board of Trustees shall take into consideration the following guidelines:

(a) Whether the services are subject to state licensing or testing requirements.

(b) Whether substantial formal education or training is a necessary prerequisite to the performance of the services.

(c) Whether the services require a personal relationship between the individual and municipal officials.

(2) Professional or technical services shall include but not be limited to the following: services of an attorney; services of a physician; technical services of an engineer engaged to prepare plans, maps and estimates; securing insurance coverage and/or services of an insurance broker; services of a certified public accountant; investment management services; printing services involving extensive writing, editing or art work; management of municipally owned property; and computer software or programming services for customized programs or services involved in substantial modification and customizing of prepackaged software.

B. Emergency purchases pursuant to § 103, Subdivision 4, of the General Municipal Law. Due to the nature of this exception, these goods or services must be purchased immediately, and a delay in order to seek alternate proposals may threaten the life, health, safety or welfare of the residents. This subsection does not preclude alternate proposals, if time permits.

C. Purchases of surplus and secondhand goods from any source.

D. Goods or services under \$1,500 or \$2,500 for Public Works.