

SUFFOLK COUNTY ECONOMIC DEVELOPMENT CORPORATION

POLICIES PROCEDURES AND GUIDELINES FOR PROCUREMENT

Goods and services should be procured in a manner so as to assure the prudent and economical use of Corporation funds in the best interests of the Suffolk County Economic Development Corporation (EDC), to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost.

A. Generally, the following guidelines shall be followed for commodity purchases that within the respective dollar limits:

\$ 0	-	\$1,000	-	Discretion of Chief Executive Officer and/or Chairman.
\$1,001	-	\$3,500	-	Documented verbal or written quotes from at least 3 vendors (if available). Discretion of Chief Executive Officer after consultation with Chairman.
\$3,501	-	\$9,999	-	Written and/or faxed quotations from at least 3 vendors (if available).
\$10,000 and over	-		-	Formal written Request for Proposals.

B. The following procedures shall apply to procurement of goods:

1. Purchases shall be awarded to the lowest responsible and responsive vendor; however, whenever other than the lowest quote receives the award, there must be written documentation explaining why the lowest bid was rejected and justification for the award made.
2. Documented explanation must be provided whenever the required number of quotes cannot be accommodated.
3. The Corporation shall review these policies and procedures periodically.

C. In circumstances when, or for types of procurements for which, in the sole discretion of the Board, the solicitation of alternative proposals or quotations will not be in the best interest of the Corporation, the Corporation may dispense with the requirements set forth in paragraphs A and B above. In the following circumstances it may not be in the best interests of the Agency to solicit quotations or document the basis for not accepting the lowest bid:

1. Professional services or services requiring special or technical skill, training or expertise. 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 Directors, 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; and
 - c. whether the services require a personal relationship between the individual and Corporation officials. 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 or architect 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 pre-packaged software.
2. Emergency purchases.
Due to the nature of this exception, these goods or services must be purchased immediately and a delay in order to seek alternative proposals may threaten the life, health, safety or welfare of the residents. This section does not preclude alternate proposals if time permits.
 3. Purchases of surplus and second-hand goods from any source. If alternate proposals are required, the Corporation is precluded from purchasing surplus and second-hand goods at auctions or through specific advertised sources where the best prices are usually obtained. It is also difficult to try to

compare prices of used goods and a lower price may indicate an older product.

4. Goods or services under \$250.00. The time and documentation required to purchase through this policy may be more costly than the time itself and would therefore not be in the best interests of the taxpayer. In addition, it is not likely that such de minimis contracts would be awarded based on favoritism.
- D. When possible, purchase of goods and services shall be awarded to County residents or businesses, unless the cost is out of line with other proposals from outside the County.