

Albany Water Board Procurement Policy

Purpose

It is the policy of the Albany Water Board (“AWB”) to procure goods and services in a manner which ensures: Compliance with all provisions of law governing procurements by AWB and consistent with the Purchasing & Procurement Policies of the City of Albany. That the acquisition of quality goods and services at the best value in a timely and efficient manner. There will be wise and prudent use of the resources of AWB, its customers and the rate payers. That there will be promotion of the use of qualified Certified Minority and Women-Owned Enterprises in Procurement Contracts in accordance with law and guards against favoritism, extravagance, fraud and corruption.

Definitions

1. **“PAAA”** shall mean the Public Authorities Accountability Act of 2005, as amended from time to time, including in 2009.
2. **“City”** shall mean the City of Albany.
3. **“Operations Agreement”** shall mean the Operations Agreement between the City of Albany and the Albany Water Board, amended as of 2011.

Procurement Process

All procurements of goods and services shall be made by AWB using the Purchasing Policy and Procedures Manual of the City as per the Operations Agreement. As per the PAAA, the AWB will annually review the policies and procedures to make sure that they continue to follow the objective of the AWB. Upon amendment of the Operations Agreement, the AWB can choose to continue to use or choose to discontinue the use of the City’s Purchasing Policy and Procedures Manual.

Procurement Guidelines

All procurements of goods and services shall be made by AWB on a competitive basis except as otherwise provided in the City’s Purchasing Policy and Procedures Manual. The competitive methods used to make procurements shall include:

- I. Sealed competitive bids;
- II. Requests for proposals;
- III. Written quotations;
- IV. Documented & Written Telephone quotations;
- V. Purchases made pursuant to centralized contracts let by other public entities pursuant to a competitive process;
- VI. Any other competitive method of procurement that is consistent with the purposes of the City’s Purchasing Policy and Procedures Manual.

The guidelines and dollar limits for what method is to be followed within the City's Purchasing Policy and Procedures Manual are as follows:

Dollar Limits when Soliciting Quotes for Commodities, Equipment and Goods.

Dollar Limit	Procedure
\$1 - \$1,000	At the discretion of the Purchasing Department
\$1,001 - \$3,000	Documented and written telephone quotes from at least three (3) separate vendors, if available.
\$3,001 - \$3,999	Written quotes from at least three (3) separate vendors, if available.
\$4,000 - \$9,999	Formal written and phone quotes from at least five (5) separate vendors, if available, are required.
\$10,000 and Up	Sealed bids in conformance with General Municipal Law, Section 103.

Dollar Limits when Soliciting Quotes for Public Works Projects/Contracts.

Dollar Limit	Procedure
\$1 - \$1,000	At the discretion of the Purchasing Department
\$1,001 - \$9,999	Written quotes from at least three (3) separate vendors, if available.
\$10,000 - \$19,999	Formal request for Proposal with a response from at least three (3) vendors
\$20,000 and Up	Conformance with General Municipal Law, Section 103

Dollar Limits when Soliciting Quotes for Professional Services and Consultants.

Dollar Limit	Procedure
\$1 - \$5,000	Annual charge will be at the discretion of the department head, and with the approval of the Purchasing Agent.
\$5,001 - \$14,999	Prices will be obtained by formal written quotes from at least two (2) sources, and the award will be made at the discretion of the department head with the approval of the Purchasing Agent.
\$15,000 - \$19,999	Prices will be obtained by written quote from at least three (3) sources, with the award of the contract made by the department head, and with the approval of the Purchasing Agent.
\$20,000 and Up	Prices will be obtained by RFP with the award of the contract being made by the Mayor, the department head involved, Budget Director and the Corporation Counsel.

Exceptions to Procurement Procedures

1. **Emergency:** An emergency exists wherein the delay caused by soliciting quotes would endanger the health, welfare or property of the municipality.

Emergency purchases may be made without bid or even contract depending on the circumstances and are governed by the procedures set forth in Section 120 of the Second Class Cities Law. Such purchases may require certification of the department head and/or authorization of the Common Council. All such purchases must be coordinated with the Purchasing Department, City Clerk and Corporation Counsel's Office, along with the Mayor and Budget Director.

2. **Lowest Quote:** In all cases, awards to other than the lowest proposed quote must be documented in writing explaining the reason(s) for the rejection of the lowest price.

Additional Procurement Documentation

AWB shall, in addition to the procedures required above, maintain written procedures for any other method of competitive procurement to be used by AWB. These procedures shall, among other things:

- ✓ Identify the category of procurement to which the procedure relates;
- ✓ Ensure reasonable competition given the cost and type of procurement;
- ✓ Require written documentation of the rationale for awarding the procurement.

AWB shall implement and maintain a process for reviewing inquiries from unsuccessful bidders and proposers. Such process shall ensure that unsuccessful bidders and proposers are treated in a fair and equitable manner.

Adopted by the Albany Water Board as of: August 28, 2015

Resolution: 15-26