



**Jamestown Community College
Policies and Procedures**

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| Policy Title | Policy for Procurement of Goods and Services and Use of Best Value Purchasing | Policy Number | 341 |
| Section | Financial Affairs, Development & Facilities | Approval Date | 4/16/2009 |
| Subsection | Procurement | Effective Date | 4/16/2009 |
| Responsible Office | Business Office | Review Date | 6/20/2010; 3/19/2019 |

1.0 Purpose

1.1 The purpose of this policy is to confirm procedures for procurement of goods and services, and to authorize the use of a “best value” standard in certain purchase contracts in lieu of the “lowest responsible bidder” when it is deemed in the best interest of the College.

2.0 Policy

2.1 It is the policy of the College to comply in the procurement of goods and services with Sections 103 and 104-b of New York State General Municipal Law (GML), and to authorize the use of a “best value” standard in certain purchase contracts in lieu of the “lowest responsible bidder” when it is deemed in the best interest of the College.

3.0 Procedures

3.1 General Requirements

Every purchase of goods and/or services shall be reviewed by the officer or employee that initially approves the requisition to ensure compliance with competitive bidding requirements, under the general supervision of the Director of Administrative Services. Any procurement that is not subject to competitive bidding shall be accompanied by documentation of the basis for the determination that competitive bidding was not required by law, and documentation of actions taken in connection with the applicable method of procurement. In the event a procurement is awarded to other than the lowest responsible dollar offerer, the purchase order or contract request shall be accompanied by written documentation and justification specifying why such award is in the best interest of the College.

3.2 Alternative Quotes

Except as otherwise provided by New York State law or this policy, alternative proposals or quotations for goods and services shall be secured as follows for the dollar ranges specified based upon estimated annual use:

A. Commodities, Equipment, and Goods

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| Up to \$2000 | No quotes required except as recommended by the Director of Administrative Services |
| \$2001 to \$19,999 | Documented quotes from at least three vendors in manner approved by any one of the Director of Administrative Services, the Vice-President of Administration, or the President |
| \$20,000 or greater | Subject to competitive bidding except as otherwise provided by New York State Law or this policy |

B. Public Works

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| Up to \$2000 | No quotes required except as recommended by the Director of Administrative Services |
| \$2001 to \$9,999 | Documented quotes from at least three vendors in manner approved by any one of the Director of Administrative Services, the Vice-President of Administration, or the President |
| \$10,000 to \$34,999 | Formal request for proposals (RFP) and proposals from at least three vendors in manner approved by any one of the Director of Administrative Services, the Vice-President of Administration, or the President |
| \$35,000 or greater | Subject to competitive bidding except as otherwise provided by New York State Law or this policy |

C. Professional Services

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| Up to \$19,999 | Documented quotes from at least three vendors in manner approved by any one of the Director of Administrative Services, the Vice-President of Administration, or the President |
| \$20,000 or greater | Formal RFP and proposals from at least three vendors in manner approved by any one of the Director of Administrative Services, the Vice-President of Administration, or the President; RFPs for general professional services shall be issued at least every four (4) to six (6) years |

3.3 Exceptions to Alternative Quote Requirements

In the event that the procurement is from a State contract bid, general services administration schedule seventy, information technology and consolidated schedule contracts, or other piggybacking contracts authorized by State law; involves surplus or second hand supplies, materials or equipment to be acquired from other governmental units; reflects unique or specialized goods or services that are needed by the College; is part of a program to standardize goods or equipment; involves professional services; arises from a bona fide emergency, accident or other unforeseen occurrence or condition that requires prompt action; involves a sole source situation; relates to the purchase of perishable food; is from an agency for the blind or severely handicapped or involves goods made in a correctional institution; or involves other situations where the above procedures for the solicitation of alternative proposals or quotations are not practical or will not be in the best interest of the College, a written explanation of why adherence to the procedures set forth above would not be in the best interest of the College shall accompany the purchase order or contract request and shall be subject to review by any one of the Director of Administrative Services, the Vice President of Administration, or the President.

3.4 Individuals with Purchasing Authority

The individuals having purchasing authority for the College shall be those College officers authorized by policy of the Board of Trustees entitled “Authorizing Financial Transactions,” as may be amended from time to time.

3.5 Best Value

The College Administration is authorized to award purchase contracts on the basis of best value in the manner provided by Section 103 of New York State General Municipal Law.

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| 4.0 Definitions |
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| 5.0 References |
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5.1 New York State Education Law § 6310

5.2 8 NYCRR § 602.14

5.3 New York State General Municipal Law §§ 103 and 104-b