

December 16, 1991

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- 2) The provisions of law which should be complied with at the date of publication of this resolution are not substantially complied with,

and an action, suit or proceeding contesting such validity is commenced within twenty days after the date of such publication, or

- 3) Such obligations are authorized in violation of the provisions of the Constitution.

Section 8. This resolution, which takes effect immediately, shall be published in full in The Syracuse Herald-Journal and The Post-Standard, the official newspapers of said County, together with a notice of the Clerk of the County Legislature in substantially the form provided in Section 81.00 of the Local Finance Law.

Section 9. This bond resolution shall supersede the previous bond resolution adopted for the specific objects or purposes herein authorized, being Resolution No. 366 of 1990.

ADOPTED. Ayes: 23 Noes: 0 Absent: 1 (Rice)

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Motion Made By Mr. Colon

RESOLUTION NO. 361

ADOPTING INTERNAL POLICIES AND PROCEDURES FOR THE PROCUREMENT OF GOODS OR SERVICES THAT FALL BELOW THE MONETARY BID LIMITS

WHEREAS, Article 5-A of the General Municipal Law was amended effective January 1, 1992 to add a new section 104-b which states that goods and services which are not required by law to be procured pursuant to competitive bidding must be procured in a manner so as to assure the prudent and economical use of public monies in the best interest of the taxpayers of the County of Onondaga, and to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances, and to guard against favoritism, improvidence, extravagance, fraud and corruption; and

WHEREAS, this County Legislature is required to adopt internal policies and procedures governing all procurements of goods and services which are not required to be made pursuant to the competitive bidding requirements of Section 103 of said article or of any other general, special or local law; now, therefore be it

RESOLVED, that the Onondaga County Legislature hereby adopts the following policies and procedures for procurements of goods and services which are not required to be made pursuant to competitive bidding requirements:

1. DETERMINATION OF WHICH PROCESS TO USE

Purchases for goods and services shall be evaluated to determine whether they are subject to competitive bidding by establishing the approximate dollar amount through budgetary cost estimates, analysis of past history, class-item summary, and/or departmental surveys.

If any purchases are under the bid limits, but suspected to exceed the limits, discretion shall be used and the bidding procedure will take effect.

2. GUIDELINES FOR QUOTING

a. ALL PURCHASES UNDER \$10,000

Up to \$1,000

The discretion of the Purchasing Agent

Over \$1,000 to \$2,999	Telephone Quotes - 2 vendor minimum
Over \$3,000 to \$9,999	Written Quotes - 3 vendor minimum
Over \$10,000	Formal Bid

b. ALL PUBLIC WORKS CONTRACTS UNDER \$20,000

Up to \$3,000	The discretion of the Purchasing Agent
Over \$3,000 to \$5,000	Written Quotes - 2 vendor minimum
Over \$5,000 to \$19,999	Written Quotes - 3 vendor minimum
Over \$20,000	Formal Bid

3. DOCUMENTATION

Documentation of actions taken is required. Written or telephone quotes shall be documented on, or attached to, existing Purchase Division forms. If a contract is awarded to other than the lowest responsible bidder, justification and documentation is required, setting forth the reasons such award furthers the purposes of Section 104-b.

4. EXCEPTIONS TO FORMAL BIDDING

a. Code Exceptions - Circumstances where bidding is not required are set forth in the Administrative Code, Section 6.17A (i.e., emergencies, the purchase of perishables, goods and medical supplies, repairs to damaged facilities, and purchase of replacement parts) and 6.17D of said Code (i.e., purchases from New York State and mandated sources).

b. Professional Services - Contracts which require professional methods, character, or standards, or require a state license to practice, or may be creative and specialized in nature are considered to be professional. The policy of the County in procuring these services is to encourage individuals/firms to submit a statement of qualifications and performance data to the using departments. Department heads shall evaluate this data, taking into consideration qualifications, experience, work force, work schedule, fees, etc. and make a selection based on the individual/firm that best meets their needs. The County follows the guidelines set forth in New York State Finance Law 136-a, which allows for a competitive process rather than competitive bidding.

c. Sole Source - When there is only one possible source from which to procure goods and/or services indicating that there is no possibility of competition.

d. True Lease - Prices will be obtained through the use of price quotations when possible. Evaluation of services and price by the using department shall determine the successful vendor.

and, be it further

RESOLVED, these policies and procedures shall be reviewed annually by this Legislature.

ADOPTED. Ayes: 23 Noes: 0 Absent: 1 (Rice)

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Motion Made By Mr. Kraft

RESOLUTION NO. 362

AMENDING THE 1991 COUNTY BUDGET OF THE DIVISION OF HIGHWAYS TO ADJUST APPROPRIATIONS AND ESTIMATED REVENUES TO MAINTAIN A BALANCED