

PROCUREMENT AND PURCHASING POLICY

At a meeting of the Yaphank Board of Fire Commissioners of the Yaphank Fire District, the following resolution/procedure was adopted in order to restate and amend the procurement and purchasing policy of the Yaphank Fire District.

WHEREAS, Section 104-b of the General Municipal Law requires the governing body of every municipality in New York State to adopt a procurement policy for the purchase of all goods and service which are not required by law to be publicly bid, and

WHEREAS, comments have been solicited from the officers and officials of the Yaphank Fire District involved in the procurement process,

NOW THEREFORE, BE IT RESOLVED, that the Yaphank Fire District 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.

Item: _____ **Date:** _____

<u>Purchases</u>	<u>Requirements</u>	<u>Public Works</u>
\$0.00-\$1,999.99	One Quote	\$0.00-\$2,999.00
\$2,000.00-\$4,999.99	2 Verbal or on line Quotes	\$3,000.00-\$4,999.00
\$5,000.00-\$9,999.99	2 Written/fax/on line quotes or requests for proposals	\$5,000.00-\$6,999.99
\$10,000.00-\$19,999.99	3 Written/fax/on line quotes or requests for proposals	\$7,000.00-\$34,999.99

Verbal Quotes

<u>Vendor</u>	<u>Address</u>	<u>Amount</u>
1. _____	_____	_____
2. _____	_____	_____

Exemptions: (Check **ALL** which are applicable and document below)

- _____ Emergency purchase
- _____ Purchased from State or County contract. New York State contract #
- _____ Surplus items purchased from a Government entity
- _____ Second hand purchase from a Government agency

Professional Services:

- Requires special or technical skill
- Requires special or technical training
- Requires special or technical expertise

Reason for choosing this person/company:

- | | |
|---|--|
| <input type="checkbox"/> Accountability | <input type="checkbox"/> Integrity |
| <input type="checkbox"/> Reliability | <input type="checkbox"/> Sole Source |
| <input type="checkbox"/> Responsibility | <input type="checkbox"/> Skill |
| <input type="checkbox"/> Insurance | <input type="checkbox"/> Training |
| <input type="checkbox"/> Education | <input type="checkbox"/> Judgement |
| <input type="checkbox"/> Moral Worth | <input type="checkbox"/> Computer Software |
| <input type="checkbox"/> Standardized Equipment | |
| <input type="checkbox"/> Competitive bidding is not in the best interest of the Fire District | |

Documentation (Explain reason for exemption or why low bidder was not awarded the purchase)

Purchaser: _____

- Chairwoman Skidmore AYE
- Commissioner Peters Jr. AYE
- Commissioner Thebold AYE
- Commissioner Schaaf AYE
- Commissioner Austin AYE

Adopted at the Board of Fire Commissioners Meeting of the Yaphank Fire District on January 8, 2019.

Re-adopted on the 2nd of January 2024 by the Board of Fire Commissioners

Attest by:

Paulamarie Rosso-Thompson
District Secretary