

The City of Schenectady Procurement Policy



Effective January 1, 2007

Purchase of Commodities and Services:

- \$1.00 - \$100.00 – Quotes are not required.
- \$101.00- \$999.00 – A minimum of three (3) verbal quotes to include the dollar amounts (can be written)*
- \$1,000.00-\$10,000.00 – A minimum of three (3) written quotes. Copies of the quotes must be attached to the requisition.
- \$10,000.00 and over – A Formal Bid must be issued per the NYS Office of General Services.

Cumulative purchases for one vendor that meet or exceed the \$10,000.00 threshold throughout the fiscal year are subject to the Formal Bid process. The word “cumulative” reflects the total amount expended by the City of Schenectady as a whole (not as an individual department).

These guidelines are applicable to one time purchases only.

****** IT IS THE RESPONSIBILITY OF THE DEPARTMENT TO USE THE BIDDING REQUIREMENTS BASED ON BOTH THE EXPECTED CURRENT YEAR NEED AND THE PRIOR YEAR EXPENDITURES. ******

Retaining Professional Services: This procedure does not require quotes or bids.

Emergency Purchases: In case of emergencies, which are determined by the Mayor or his or her designee, a minimum of three written quotes must be requested. The City will accept the lowest responsible quote.

**A good faith effort shall be made to obtain three or more quotes or bids. If the City is unable to obtain three quotes or bids, the City must document the details of the attempt made at obtaining the quotes or bids. If there is only one or two quotes or bids, and that quote or bid is reasonable as determined and documented by the City, the purchase or contract can be progressed.*

There are two exceptions to the requirement of competitive bidding:

- 1- NYS Offices of General Services Preferred Source Vendors.**
- 2- A valid NYS Office of General Services Contracted Vendor.**

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Revised: 08/27/12