

PROCUREMENT POLICY

Town of Stuyvesant 2026

1. Applicability.

The following policies and procedures shall hereafter apply to all acquisitions of goods and services by the Town of Stuyvesant which are not otherwise subject to competitive bidding under the provisions of the General Municipal Law of the State of New York.

2. Evaluation of purchase; award to lowest bidder.

- A. The Town Highway Superintendant and the Town Board, being The only two agencies of the town empowered to make Purchases with the use of public funds, shall, with regard to Each such acquisition, decide as follows:
 - (1) Whether competitive bidding is required by law.
 - (2) If competitive bidding is not required, whether alternative Proposals or quotations are desirable and, if so, whether the Same shall be in writing.
- B. If any such acquisition is awarded to any person or firm other Than the lowest responsible vendor, specific justification and Documentation shall set forth the reasons therefore. With regard To all such purchases, a certification shall be made by the town Board or the Highway Superintendant, attesting to the fact that The purchase in question has been made in the best interest of The taxpayers of the town.

3. Purchases exempt from proposals or quotations.

The sections set forth below shall not be deemed to require the solicitation of proposals or quotations for goods or services required with regard to any of the following:

- A. Professional services.
- B. Emergencies
- C. Sole source situations.
- D. Goods purchased from agencies for the blind or severely handicapped.
- E. Goods purchased from correctional facilities.
- F. Goods purchased from governmental agencies.
- G. Goods purchased from auction.
- H. Goods purchased for less than \$1000.00
- I. Public works contracts involving less than \$5000.00
- J. Equipment and vehicle repairs under 10,000.00
- K. Highway superintendent purchases under \$10,000.00

4. Annual review.

The Town Board shall annually review the foregoing policies and procedures.

5. Unintentional failure to comply.

The unintentional failure of the town or any of its officers, agents or employees to strictly comply with the policies and procedures set forth above shall not be grounds to void action taken or give rise to a cause of action against the town or any of its districts, officers or employees.

6. Procedures.

A. The Town of Stuyvesant purchasing documentation procedures shall be as follows:

- (1) Call the County Administrators office to see if there is a county of state Bid.
- (2) If the purchase exceeds \$1000.00 and is less than \$5000.00 get at Least two verbal quotes.
- (3) If the purchase exceeds \$5000.00 and is less than \$10,000.00, get two written quotes and attach to voucher.
- (4) If the purchase exceeds \$10,000.00 and is less than \$20,000.00, get three written quotes and attach to voucher.
- (5) If purchase exceeds \$20,000.00 sealed bids are to be required.
- (6) If part, service, etc., is a sole source, indicate vendor and reason.
- (7) Pursuant to General Municipal Law Section 104-b(2)(f), the procurement policy may contain circumstances when, or types of procurements which, in the sole discretion of the governing body, the solicitation of alternative proposals or quotation will not be in the best interest of the municipality. In the following circumstances it may not be in the best interests of the Town of Stuyvesant, to solicit quotations or document the basis for not accepting the lowest bid:

a. Professional services or services requiring special or technical skill, training or expertise. The individual or company must be taken based on accountability, reliability, responsibility, skill, education and training, judgment, integrity, and moral worth. The qualifications are not necessarily found in the individual or company that offers the lowest price and the nature of these services are such that they do not readily lend themselves to competitive procurement procedures. In determining whether a service fits into this category the Town shall take into consideration the following guideline: (a) whether the services are subject to State licensing or testing requirements; (b) whether formal education or training is a necessary prerequisite to the performance of the services; and (c) whether the services require a personal relationship between the individual and municipal officials Professional or technical services shall include but not be limited to the following: services of

an attorney; services of a physician; technical services of an engineer engaged to prepare plans, maps and estimates; securing insurance coverage and/ or services of an insurance broker; services of a certified public accountant; investment management services; services of an actuary; printing services involving extensive writing, editing or art work; management of a municipally owned property; and computer software or programming services for customized programs, or services involved in substantial modification and customizing of pre-packaged software. *If a service is found to fit into this category, and the costs are below \$10,000.00 the town should document the reason for approval. If the cost exceeds \$10,000.00 per year the town should get quotes from three vendors if possible and interview firms and then document reasons for approval.*

b. Emergency purchases pursuant to Section 103(4) of the General Municipal Law. Due to the nature of this exception, these goods or services must be purchased immediately and a delay in order to seek alternate proposals may threaten the life, health, safety or welfare of the residents. This section does not preclude alternate proposals if time permits.

c. Purchases of surplus and second-hand goods from any source. If alternate proposals are required, the Town is precluded from purchasing surplus and secondhand goods at auctions or through specific advertised sources where the best prices are usually obtained. It is also difficult to try to compare prices of used goods and a lower price may indicate an older product.

d. Goods and services under \$1,000.00 The time and documentation required to purchase through this policy may be more costly than the item itself and would therefore not be in the best interest of the taxpayer. In addition, it is not likely that such minimal contracts would be bases on favoritism.

7. Record of procedures followed.

A. Did you call Columbia County to look for bids or possible vendors?_____ (Yes or no)

B. If the purchase is over \$1000.00 and less than \$20,000.00 did you obtain the required verbal or written quotes? (List below)

Vendor	Cost
_____	_____
_____	_____
_____	_____

C. If purchase is over \$3000.00 and less than \$20,000.00; attach copies of written quotes to voucher.

D. If an emergency, note the date you contacted Town Supervisor. _____

8. Best Value Local Law

A. The Town of Stuyvesant has enacted a Best Value local law which is attached hereto and made a part hereof. Section 6, A-7. In the event that a purchase is made associated with Best Value, whether independently or off a state, county or other municipal bid, all terms and conditions of such local law shall be followed.

Credit Card Use Policies for the Town of Stuyvesant

I. PURPOSE AND POLICY OVERVIEW To provide guidelines, internal controls, and oversight for the authorized use of Town of Stuyvesant credit cards by employees and officials, ensuring compliance with procurement and financial policies as well as all applicable laws. Using a Town Credit Card can simplify purchasing and is sometimes required for obtaining specific goods or services. Town Credit Cards may only be opened and used with Town Board approval and must align with the Town's procurement and financial policies. Credit Cards should be used only when purchases cannot be completed through standard vendor invoicing or if immediate payment provides a clear benefit to the Town.

II. PROCEDURES

a. Applying and Issuing Town Credit Cards

- i. Town Board approval is required to apply for a Town Credit Card or to request a credit limit increase on an existing card. Maximum Credit Card limit shall be no more than \$7500.00 per card.
- ii. The Town may maintain only one credit card account with each authorized bank. Credit Cards may only be issued to Town Supervisor and Highway Supervisor.
- iii. Credit Cards are issued as approved by the Town Board, with each card issued in the name of the designated individual authorized to use the card.
- iv. Any agreement for a Town Credit Card must comply with Town Law §118 certification requirements.

- v. All cardholders shall receive a copy of this policy, acknowledge their understanding, and complete training regarding their specific obligations pursuant to this policy.
- vi. Card limits are set by the Town Board and adjusted only with prior Board approval following resolution of the Town Board. When evaluating the need for a credit limit increase, the Town Board shall evaluate the need, propose new limits and types of purchases allowable.

b. Credit Card Use

- i. All credit card transactions must align with the Town's procurement policy and be necessary and beneficial to the Town. Unauthorized purchases may result in revocation of the credit card. Credit card purchases must be pre-approved by the Town Board through use of a voucher, which must include budget code, vendor, and dollar amount. Minor operational expenses such as gas purchases shall be limited to \$2000.00 per year and monitored annually by the town board. Those purchases will be approved by voucher at the following meeting.
- ii. Purchases should be limited to those that cannot be made through standard vendor invoicing or are needed to facilitate timely acquisition of essential goods or services for the Town, and reasons should be noted on voucher.
- iii. For higher-value purchases, cardholders must follow the competitive pricing guidelines in the Town's Procurement Policy, including obtaining multiple quotes or using pre-approved vendors whenever feasible.
- iv. Cardholders must ensure that purchases do not violate Town policies, such as those on alcohol, entertainment, or personal expenses.
- v. In emergencies where an immediate purchase is needed to prevent safety risks, property damage, or service disruption, cardholders may use the credit card without pre-approval if the purchase is deemed necessary and beneficial to the Town.
- vi. Emergency purchases require itemized receipts and supporting documentation demonstrating necessity and benefit to the Town. The Town Board will review the purchase at its next meeting to ensure policy compliance.
- vii. Cardholders must submit itemized receipts and supporting documentation for each purchase, clearly indicating the purpose and business justification. Purchases should demonstrate a clear benefit to the Town. Cardholders are responsible for assisting the Town Board or its designated reviewer in the reconciliation of monthly credit card statements by matching each transaction with its corresponding receipt and documentation. Any discrepancies shall be reported to the Town Board or designee immediately.
- viii. The credit card is strictly for Town-related business expenses. All use must follow applicable laws, regulations and NYS Comptroller guidance.

c. Unauthorized Use and Disciplinary Action

- i. The following uses are prohibited: personal expenses, cash advances or cash back, purchases exceeding card limits, alcohol or entertainment.
- ii. Any unauthorized purchase is the responsibility of the cardholder, who may face disciplinary action and be liable for charges.
- iii. Employees who fail to follow required record-keeping, reporting, or other procedural guidelines may face disciplinary actions, which can include written warnings, suspension of credit card privileges, or termination, depending on the severity of the violation.
- iv. Employees who use the Town credit card for personal or unauthorized purchases may be subject to disciplinary measures, including repayment of charges, plus any administrative fees charged in connection with the misuse, suspension or revocation of credit card privileges, and suspension or termination of employment. Severe misuse may also lead to criminal prosecution if deemed necessary by the Town Board.
- v. Elected officials who hold a Town credit card are expected to adhere to the same policies regarding authorized use, documentation, and procurement as other cardholders. However, as elected officials cannot be disciplined by the Town in the same manner as employees, the Town's primary recourse for non-compliance will be the revocation or suspension of credit card privileges, and action to compel repayment of charges and administrative fees.
- vi. In cases of misuse or failure to follow policy by an elected official, the Town Board will address the issue through public review. Instances of non-compliance will be documented in Board meeting minutes, and the official may be required to reimburse the Town for any unapproved charges. Severe misuse or a failure to reimburse the Town for any charges or costs to the Town made in violation of this policy may also lead to criminal prosecution.
- vii. If an elected official fails to adhere to this policy, the Town Board may revoke or suspend their credit card privileges by majority vote, ensuring accountability while respecting the official's elected status.
- viii. All instances of non-compliance or misuse, including disciplinary actions taken, will be documented by the Town Board to ensure transparency and accountability.

d. Audit, Review and Payment of Credit Card Bill

- i. All receipts must be itemized and reconciled with credit card statements.
- ii. Each purchase must include documentation of purpose unless the purpose is readily apparent. Users must be able to provide documentation to clarify the purpose if requested.
- iii. The Town Board will audit all credit card purchases monthly, confirming compliance with procurement policy.
- iv. Discrepancies must be resolved immediately by the cardholder.

- v. The credit card will be paid online through the card website in the amount pre-approved by the Town Board. The Town Board will receive a separate notification of the payment.

e. Security

- i. Cardholders must report lost or stolen cards immediately; failure to do so may result in disciplinary action.
 - ii. The Town Board or its designee will periodically review card activity.
 - iii. The Town Board will maintain a master list of all issued cards and update it annually.
 - iv. Cards must be securely stored when not in use.
- f. Separation from Employment or Office Before leaving employment or office, a cardholder must return their Town Credit Card, which will be immediately deactivated.

EMPLOYEE ACKNOWLEDGMENT FORM

I acknowledge receipt of the Town Credit Card Use Policy, adopted on January 2nd 2025. I agree to comply with this policy and understand that any questions should be directed to the Supervisor.

Name of Employee/Official (Please Print): _____

Employee/Official Signature: _____

Date: _____