

**PROCUREMENT POLICY**

Town of Amboy, New York

Adopted Pursuant to General Municipal Law §104-b

Effective Date: 1/15/26

**TOWN BOARD ADOPTION RESOLUTION**

WHEREAS, General Municipal Law (GML) §104-b requires every town to adopt internal policies and procedures governing all procurement of goods and services not subject to the competitive bidding requirements of GML §103 or any other law; and

WHEREAS, the Town Board of the Town of Amboy has reviewed the procurement practices of the Town and desires to adopt a formal written procurement policy in compliance with state law and guidance issued by the New York State Office of the State Comptroller; and

NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of Amboy hereby adopts this Procurement Policy, effective immediately upon adoption; and

BE IT FURTHER RESOLVED that this policy shall be reviewed annually at the Town Board's organizational meeting or as soon thereafter as reasonably practicable.

Town Supervisor	<u>Holly King</u>	Date: <u>1/15/26</u>
Town Board Member	<u>Sarah Babcock</u>	Date: <u>1/15/26</u>
Town Board Member	<u>Barry D. White</u>	Date: <u>1/15/26</u>
Town Board Member	<u>Liam M. Hyde</u>	Date: <u>1-15-26</u>
Town Board Member	<u>[Signature]</u>	Date: <u>1-15-26</u>
Town Clerk	<u>Mary Ann Clark</u>	Date: <u>1-15-26</u>

## **PROCUREMENT POLICY**

This Procurement Policy is adopted pursuant to General Municipal Law §104-b and governs the procurement of goods and services by the Town of Amboy that are not subject to the competitive bidding requirements of General Municipal Law §103.

### **Guideline 1 – Determination of Applicability of Competitive Bidding**

Every prospective purchase shall be evaluated to determine the applicability of GML §103. The Town Supervisor is designated as the chief purchasing officer unless otherwise authorized by the Town Board. All purchasing decisions shall be documented.

### **Guideline 2 – Purchases Subject to Formal Bidding**

All purchases of supplies, materials, or equipment exceeding \$20,000 in the fiscal year, shall be subject to formal competitive bidding in accordance with GML §103. The Town will utilize State or County bids for all materials, parts, supplies, and vehicles, when it is in the best interest of the town.

### **Guideline 3 – Quotation Requirements**

Purchases not subject to GML §103 shall comply with quotation requirements consistent with GML §104-b, including written or oral quotes depending on dollar thresholds.

### **Guideline 4 – Award of Contracts**

Awards shall be made to the lowest responsible vendor or proposer unless a written justification demonstrates that an alternative award is in the best interest of the Town.

### **Guideline 5 – Good Faith Effort**

A good-faith effort shall be made to obtain the required number of quotes. Documentation of such efforts shall be retained.

### **Guideline 6 – Exceptions**

Exceptions include professional services, emergencies, sole source procurements, purchases from governmental agencies, and other exceptions permitted by law.

### **Guideline 7 – Annual Review**

This policy shall be reviewed annually by the Town Board at the organizational meeting.

## Authorized Purchasing Officials

Town Supervisor

Deputy Supervisor (in absence of Town Supervisor)

Town Clerk

Deputy Town Clerk (in absence of Town Clerk)

Highway Superintendent

Deputy Highway Superintendent (in absence of Highway Superintendent)

Town Justice

Accounting Officer

## Statutory Authority and Comptroller Guidance

This policy is adopted pursuant to General Municipal Law §§103 and 104-b and guidance issued by the New York State Office of the State Comptroller, including Local Government Management Guides on procurement and competitive bidding.