

RESOLUTION VILLAGE PROCUREMENT POLICY

WHEREAS, the Village of Canton Board of Trustees adopted a resolution on May 18, 1998, which restated the Village Procurement Policy by providing that "it shall be the policy of the Village of Canton, its Departments, Agents, and Employees to make required purchases in accordance with this Worksheet, and it is further stated that due consideration and awards shall be given to local vendors when they are competitive. Village reserves the right to accept a bid from a Village vendor that does not exceed 5% of the lowest bid", and

WHEREAS, the Village Board recognizes the financial benefit that may be realized by the Village if it has the right to accept a bid from a local vendor as compared with vendors which are not locally situated;

NOW, THEREFORE, IT IS HEREBY RESOLVED, that it shall be the policy of the Village of Canton, its Departments, Agents and Employees to make required purchases in accordance with the following Worksheet. Due consideration and awards shall be given to local vendors when they are competitive. The Village reserves the right to accept a bid from a Village vendor that does not exceed 5% of the lowest bid. Where no Village vendor bids falls within this range, then: (a) where bids are submitted by vendors both from within and outside the State of New York, the Village reserves the right to accept a bid from a New York State vendor that does not exceed 5% of the lowest bid, and (b) where bids are submitted by New York State vendors, the Village reserves the right to accept a bid that does not exceed 5% of the lowest bid, which is submitted by a New York State vendor located within one hundred fifty (150) miles from the boundaries of the Village of Canton.

Worksheet

Date: _____

Item or Service Required _____

Estimated Cost: \$ _____

	<u>Type Purchase</u>	<u>Dollar Value</u>	<u>Minimum Required</u>
1.	Purchase Contract (Materials only)	\$ 500 - \$2,999 \$2,999 - \$20,000*	2 Verbal Quotes 3 Written/Fax Quotes
2.	Services Contract (Labor & Material)	\$ 500 - \$2,999 \$2,999 - \$4,999 \$5,000 - \$19,999	2 Verbal Quotes 2 Written/Fax Quotes 3 Written/Fax Quotes

Quotes Obtained:

<u>Vendor</u>	<u>Amount</u>
Verbal _____	\$ _____
Verbal _____	\$ _____
Verbal _____	\$ _____
Written _____	\$ _____
Written _____	\$ _____
Written _____	\$ _____
Budget Code: _____	
Signed: _____	Date: _____
Title: _____	

***Purchases in excess of these amounts require formal bidding.**

The question of the adoption of the foregoing resolution was duly put to a vote on roll call which resulted as follows:

Mayor David Curry	VOTING	<u>Aye</u>
Trustee Sylvia Kingston	VOTING	<u>Absent</u>
Trustee Mary Ann Ashley	VOTING	<u>Aye</u>
Trustee Daniel McDonnell	VOTING	<u>Aye</u>
Trustee Joseph Frank	VOTING	<u>Aye</u>

The foregoing Resolution was reviewed, voted upon and approved by the Board of Trustees of the Village of Canton, New York on the 3rd day of December 2012.

Sally Noble
Village Clerk

(CORPORATE SEAL)