

Elmira Urban Renewal Agency

Procurement Guidelines

The Elmira Urban Renewal Agency (EURA) follows the Procurement Guidelines of the City of Elmira. This include soliciting bids and requests for proposals for equipment, materials, contracts, and professional services for the Elmira Urban Renewal Agency.

Purchasing Policy And Procedure For Procurement Of Materials And Supplies

Purchase Requisition Amount

Under \$3,000.00 per single item.

Purchasing Procedure

Departments shall obtain one to two quotations. Quotes shall be kept on file at the Department but must be made available to the Purchasing Department if requested.

Between \$3,000.00 to \$9,999.00 per single item.

Emergency purchases made at the direction of the department head prior to obtaining a purchase order shall be indicated in the description portion of the purchase requisition with a short explanation. Departments shall obtain at least two written quotations inclusive of all charges, utilizing standard County "Request for Quote" form; copies to be submitted to the Purchasing Department.

Between \$10,000.00 to \$19,999.00 per single item

Emergency purchases made at the direction of the department head prior to obtaining a purchase order shall be indicated in the description portion of the purchase requisition with a short explanation. Departments shall obtain three (3) written quotations inclusive of all charges utilizing standard County "Request for Quote" form; copies to be submitted to the Purchasing Department. Quotes shall be submitted to the Purchasing Department. **For Emergency purchases** made prior to obtaining a purchase order, the Department Head (or designee) shall fax or email an explanation to the Purchasing Department in addition to indicating "emergency purchase" on the requisition.

Over \$20,000.00

Competitive sealed bids are required by NYS law for all purchases of any single item costing over \$20,000.00, or cumulative purchases over \$20,000.00 of any single item or type of item (ex: tires) in one calendar year. Departments shall submit technical specifications and other criteria as required to the Purchasing Department. The Purchasing Department will develop the bid document and solicit bids according to legal requirements. Bid award to other than the lowest bid must be approved by the County Attorney. **Bid awards to be made by the County Legislature** upon recommendation by the department head in consort with the Purchasing Coordinator. **Emergency purchases and sole source** requests must be made in writing to the **Purchasing Coordinator to be routed** to the County Executive's Office.

Exceptions to all the above procurement requirements are purchase contracts with vendors holding a NYS OGS Contract, Chemung or other authorized Shared Contract as defined by General Municipal Law 103, Hospital Buying Group, Preferred Source, or documented sole source.

If time allows, two quotes will be obtained for emergency purchases over \$ 10,000.00

Policy And Procedure For Procurement Of Public Works And Building Service Contracts

Contract Amount

Under \$ 7,500.00

Purchasing Procedure

The Department shall obtain at least one written proposal inclusive of all charges using standard County "Request for Proposal" form. Requirements are contained in the standard proposal form. Copies of Proposal(s) shall be retained by the department and be made available upon request.

Emergency purchases made at the direction of the department head prior to obtaining a purchase order shall be indicated in the description portion of the purchase requisition with a short explanation.

The Department shall obtain at least two written proposals inclusive of all charges using the standard County "Request for Proposal" form. Requirements are contained in the standard proposal form. Copies of the proposals shall be provided to the Purchasing Department.

For Emergency purchases made prior to obtaining a purchase order, the Department Head (or designee) shall fax or email an explanation to the Purchasing Department in addition to indicating "emergency purchase" on the requisition.

Between \$7,500.00 to \$19,999.00

The Department shall obtain three written proposals using the County "Request for Proposal" form. Requirements are contained in the standard proposal form. Copies of the proposals shall be provided to the Purchasing Department.

For Emergency purchases made prior to obtaining a purchase order, the Department Head (or designee) shall fax or email an explanation to the Purchasing Department in addition to indicating "emergency purchase" on the requisition.

Between \$20,000.00 to \$35,000.00

Competitive sealed bids are required by NYS law for all public works or building service contracts exceeding \$ 35,000.00

Technical specifications shall be submitted to the Purchasing Coordinator for development of a formal bid. The final bid document shall be approved by the County Attorney.

If an architect/engineering firm is retained to develop the bid document, the firm must submit the final document to the County Attorney for review and approval prior to the advertisement for bids.

Bid award recommendation to be made by the Department Head and/or professional consultant in consort with the Purchasing Coordinator. Bid Award by County Legislature

Emergency purchases and sole source requests must be made in writing **to the Purchasing Coordinator to be routed** to the County Executive's Office.

OVER \$ 35,000.00

Exceptions to all the above procurement requirements are purchase contracts with vendors holding a NYS OGS Contract, Chemung or other authorized Shared Contract as defined by General Municipal Law 103, Hospital Buying Group, Preferred Source, or documented sole source.
If time allows, two quotes will be obtained for emergency purchases over \$ 10,000.00.