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I. Policy Statement

Pursuant to Section 858(a)(2) of Article 18-A of the General Municipal Law (the "Act"), the City of Schenectady Industrial Development Agency (the "Agency") must adopt internal policies and procedures generally requiring, for procurement exempt from competitive bidding, written requests for proposals and generally requires awarding contracts for goods or services to the lowest offeror.

It is Agency policy to establish and incorporate internal procedures and controls for the acquisition of goods or procurement of services of any kind, in the actual or estimated amount of \$10,000 or more.

Responsibility for administration and implementation of this Procurement Policy is delegated to the Executive Director. The Executive Director shall establish written procedures for day-to-day operations consistent with this Procurement Policy.

II. Procurement of Goods and Services

A. *Standardized Goods and Services* —The acquisition of goods and services of a standardized nature that may reasonably be made the subject of specifications, qualification data and price offers shall be made in accordance with the following procedures:

- (1) Awards shall be made to qualified vendors/contractors based primarily on the lowest price;
- (2) The Agency shall identify and apply a broad spectrum as possible of vendors/contractors for the procurement of general goods and common, non-technical services (i.e., cleaning services, property maintenance services, printing and copying services, etc.);
- (3) The Agency shall solicit at least three (3) competitive bids when the goods or services required are of a standardized nature.

B. *Unique goods or specialized, technical or professional services* — It is Agency policy that contract awards be consistent with the quality of goods or services required at fair and reasonable prices for legal, accounting, architectural, engineering, etc.

- (1) The Agency shall conduct a solicitation process for evaluating prospective contractors or professionals.
- (2) The process may include formal, written Requests for Proposals (RFP) and/or Requests for Qualifications (RFQ), but in any event shall identify firms or individuals that exhibit an understanding of the financial, organizational, logistical requirements, and technical problems identified by the Agency.
- (3) The Agency may negotiate proposals, including scope of work and prices for services, to complete the evaluation process.

C. *Emergency exemption* — In the case of a public emergency arising out of an accident or other unforeseen occurrence or condition, whereby circumstances are adversely affecting Agency property or life, health or safety, and require immediate action which cannot avail competitive procedures, the Chair or his/her designee may award a contract without complying with the procedures outlined in this Procurement Policy. A record setting forth the circumstances under which such contract was let shall be maintained for a period of at least ninety days following the date of approval.

D. *Authorization and Approval* — The Agency shall approve all professional services contracts by resolution.

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E. *Exceptions* — The Agency may purchase goods valued below \$10,000.00 without complying with the procedures outlined in this Procurement Policy.