

**VILLAGE OF CAMBRIDGE
56 NORTH PARK STREET
CAMBRIDGE, NEW YORK 12016**

June 4, 2014

VILLAGE PROCUREMENT POLICY

1. Standards: The Village of Cambridge shall conduct purchasing procedures in accordance with the New York State Financial Management Guidelines for Local Government.
2. Objective: The objective of the village purchasing policy is to obtain materials, supplies and equipment at the proper quality, quantity and at the lowest possible price utilizing “best value” criteria. All attempts will be made to purchase from Village of Cambridge vendors.
3. Oversight: The Board will oversee all purchasing and related functions. Department heads are responsible for all purchasing activities for their departments and will ensure Board purchasing policies are followed.
4. Village Employees: Village employees will not use any village property or supplies for personal use. Village employees may not contract business with the Village of Cambridge.
5. “Best Value” Criteria: According to the Office of the State Comptroller, this criteria “optimizes quality, cost and efficiency, among responsive and responsible offerers.” This means that price is not a sole determinant, but rather is considered with other characteristics reliability, efficiency, useful lifespan, and timeliness of performance. It is important that in a competitive bidding situation, these criteria must be ones which can be quantified and are considered across the board for all bidders.
6. Procedures: All Village of Cambridge purchases will use the following procedures:
 - a. Use of state, county, town, and/or village contracts when possible
 - b. Formal bidding when mandated
 - c. Written quotations from three reliable vendors for purchases of \$3,000 or higher
 - d. Departments will not break up purchases merely to avoid the \$3,000 threshold for written quotations

- e. Departments will attempt to conduct purchasing on a just-in-time basis. On hand inventories will be kept to a minimum
- f. Any deviation from the above procedures would necessitate department heads to obtain a written waiver from the Mayor
- g. Finalization:
 - i. No municipal employee will commit to a purchase at the bid threshold without it being approved by the Board. Any purchase which goes through the bid process will NOT be finalized prior to Board Approval except as waived in 6(f) above.
 - ii. Purchases will be audited with Board of Trustees participation in accordance with internal control measures
 - iii. Purchased durable items will be added to fixed asset inventory, if required, in accordance with NY Local Government Management Guide – “Capital Assets”
 - iv. The Village Treasurer will review purchase order to ensure conformance with village purchasing policy.
 - v. The Board of Trustees officially approves payments at next Board meeting
 - vi. Check is released by the Treasurer after Board approval

7. Legal Review and Publications: Following review of all legal matters pertaining to the bid request and specifications by the Village Attorney, the Village Board shall receive a complete and final bid request and specifications at its regular meeting. The Village Clerk will prepare the legal notice and submit same to the official newspaper.

8. Other Requirements: All other requirements for competitive bidding must be adhered to as set forth in the Office of the New York State Comptroller in the Financial Management Guide for local governments.

ADOPTED: June 4, 2014 at Village Board meeting

MOTION:	Approve Village Procurement Policy as written.				
Made by:	Trustee Sara Kelly				
Second by:	Trustee Stephen Robertson				
Vote:	VR	SR	SK	RLB	CB
	Aye	Aye	Aye	Aye	Aye

EFFECTIVE: June 4, 2014