

Village of Brownville

216 Brown Blvd.
Brownville, NY 13615

Phone: 315-782-7650

RESOLUTION 6 OF 2026 ADOPTION OF LOCAL PROCUREMENT POLICY

WHEREAS, the Village Board of the Village of Brownville, New York is empowered to consider, draft, and adopt policies to address important aspects of good governance; and

WHEREAS, the Village Board has determined that a policy addressing Local Procurements are appropriate; and

WHEREAS, the Village has prepared a policy to address Local Procurements, and a copy is attached as Exhibit "1".

NOW, THEREFORE, BE IT RESOLVED, by the Village Board of the Village of Brownville, New York as follows:

1. The foregoing recitations are incorporated herein and made a part hereof as if set forth hereafter.
2. The Village adopts the Local Procurement Policy attached as Exhibit "1".
3. The Local Procurement Policy shall be filed with the Village Clerk of the Village of Brownville and posted to the Village Website.
4. This resolution shall take effect immediately.

The foregoing Resolution was offered by Board Member, Mike Walrath, and seconded by Board Member, Amy Baker and upon roll call vote of the Board was duly adopted as follows:

	YES	NO
Patrick Connor, Mayor	<u>X</u> _____	_____
Steve Mott, Trustee	<u>X</u> _____	_____
Mike Walrath, Trustee	<u>X</u> _____	_____
Robert D. Goutremout, Trustee	<u>X</u> _____	_____
Amy Baker, Trustee	<u>X</u> _____	_____

Dated: March 10, 2026



Amber Klusacek, Village Clerk



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LOCAL PROCUREMENT POLICY PURSUANT TO GENERAL MUNICIPAL LAW SECTION 104-8

ADOPTED BY VILLAGE BOARD RESOLUTION 6 OF 2026

I. Purpose

The purpose of this Procurement Policy is to establish fair, competitive, and transparent procedures for the procurement of goods and services for the Village of Brownville. This policy aims to ensure that all procurement activities are conducted in a manner that promotes the public interest, fosters competition, and ensures fiscal responsibility. This Policy shall repeal and replace any Policy of the same subject matter that is inconsistent herewith.

II. Authority and Scope

This policy applies to all departments, officers, and employees of the Village of Brownville responsible for procuring goods, services, or construction. It is in accordance with **General Municipal Law (GML) Section 104-b** and other relevant state and federal laws as the same may be amended from time to time.

III. Procurement Methods

The Village of Brownville shall use the following procurement methods for acquiring goods and services:

1. **Competitive Bidding:** For purchases above the bid threshold as defined by the New York State Comptroller's office (currently \$20,000 for goods and services, \$35,000 for public works). The Village shall issue an invitation to bid (1TB) or request for proposals (RFP) for purchases exceeding these thresholds.
2. **Mini-Bid (Small Purchases):** For purchases that do not exceed the specified threshold (typically under \$20,000), the Village may solicit quotes from at least three vendors, ensuring that the price, quality, and delivery times are competitive.
3. **Non-Competitive Procurement:** In cases of emergency or when there is only one qualified source (sole-source procurement), the Village may procure goods or services without following competitive bidding procedures.

4. **Cooperative Purchasing:** The Village may participate in cooperative purchasing agreements with other municipalities or governmental entities to leverage collective buying power and obtain lower prices.

IV. Procurement Procedures

1. Solicitation of Bids or Proposals:

- A. A **Request for Proposals (RFP) or Invitation to Bid (ITB)** will be issued for purchases exceeding the threshold, clearly outlining the scope, terms, and conditions of the procurement.
- B. Bids or proposals will be solicited from at least three vendors, if practical, to ensure competitive pricing.
- C. The procurement documents will specify the criteria for selection, such as price, qualifications, and delivery time.

2. Evaluation and Awarding:

- A. Bids will be opened publicly, and vendors will be evaluated based on predetermined criteria. The contract will be awarded to the vendor offering the best value, which may not always be the lowest bid but considers the overall benefit to the Village.
- B. The Village may reject any or all bids if they do not meet the specifications or if it's in the best interest of the public to do so.

3. Documentation and Record Keeping:

All procurement records (bids, proposals, evaluations, contracts) will be maintained in accordance with the Village's records retention policy. This ensures transparency and accountability.

V. Use of Alternative Procurement Methods

A. Sole-Source Procurement:

In certain cases, the Village may enter into contracts with a single supplier when there is a justifiable reason for not using competitive bidding, such as when only one source is available for the required goods or services.

B. Emergency Procurement:

In cases of emergency (e.g., during a natural disaster or immediate public safety threat), the Village may bypass competitive bidding procedures. Emergency procurement must be documented and reported to the Village Board as soon as possible.

C. Piggybacking:

The Village may "piggyback" on contracts awarded by other municipalities, government agencies, or recognized cooperative purchasing organizations, provided that the terms and conditions of the original contract are in line with the Village's needs.

VI. Ethical Standards and Conflict of Interest

1. Conflict of Interest:

- A. All officers and employees involved in procurement must disclose any financial interest in vendors or contractors, ensuring transparency and avoiding conflicts of interest.
- B. No public officer or employee shall use their position to secure financial gain for themselves, family members, or close associates.

2. Code of Ethics:

All procurement activities will be conducted in accordance with the Village's Code of Ethics, emphasizing fairness, integrity, and honesty in all transactions.

VII. Reporting and Compliance

1. Procurement Reports:

The Village Treasurer or designated procurement officer will prepare an annual report to the Village Board, summarizing procurement activities, compliance with this policy, and any non-competitive procurements made during the year.

2. Audits:

The procurement process will be subject to audits, both internally by the Village and externally by the New York State Comptroller's Office, to ensure compliance with this policy and applicable laws.

VIII. Review and Amendments

This procurement policy shall be reviewed annually by the Village Board and may be amended as necessary to ensure compliance with changing laws and regulations or to address evolving procurement needs.



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Local Procurement Policy

Pursuant to General Municipal Law Section 104-b

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