

Greater Rochester Outdoor Sports Facility Corporation
Purchasing Policy

Adopted: March 20, 2012

Re-Adopted: March 19, 2013

Re-Adopted: March 18, 2014

Amended: March 17, 2015

Re-Adopted: March 16, 2016

Re-Adopted: March 21, 2017

1. All purchasing on behalf of the Greater Rochester Outdoor Sports Facility Corporation (Corporation) shall be conducted by the Monroe County Department of Environmental Services Representatives pursuant to these guidelines. All purchases shall be made within amounts appropriated in the annual budget.

2. The Corporation shall comply with all provisions in Title 27-A of the Public Authorities Law and in particular shall comply with section 2591 which provides, in part, that “the Corporation shall not award any construction contract except to the lowest bidder who, in its opinion, is qualified to perform the work required and who is responsible and reliable.” The Corporation shall further comply with all other provisions of section 2591.

3. The purchase of equipment, supplies, material, and non professional services shall be authorized as follows:

- a. Where the estimated cost does not exceed \$1000 purchases shall be made upon verbal quotations or at the discretion of the Monroe County Department of Environmental Services Representative.
- b. Where the estimated cost is over \$1000 and does not exceed \$35,000 the purchase shall be made upon at least (3) three written quotations if available and shall be authorized by the Monroe County Department of Environmental Services Representative who shall notify the Corporation of said purchase.
- c. Where the estimated cost is over \$35,000 the purchase shall be made upon a publicly advertised competitive bidding process and shall be authorized by the Corporation, which shall award the contract to the lowest responsible and responsive bidder.

4. Professional services agreements are not required to be awarded to the lowest responsible bidder but rather the Corporation may use a selection process to determine the most qualified proposal to perform the services. All contracts in excess of \$20,000 for professional services shall be awarded based upon a request for proposals process. If the professional services contract is less than \$20,000, the Corporation may authorize the contract.

5. Emergency Purchase Orders. Where an emergency condition exists posing imminent danger to public health, personal safety or public or private property the resident manager is authorized to make such purchases of goods or services which may be necessary to meet the emergency condition without following the purchasing policy. In each case, where practicable, the Monroe County Department of Environmental Services Representative will endeavor to obtain, at a minimum, verbal quotations for the work or services necessary. Any and all emergency purchases shall be reported to the Corporation as soon as practicable.