

# Greater Rochester Sports Authority

## Purchasing Policy

Adopted: November 1, 2005

Re-Adopted: May 14, 2008

Re-Adopted: August 12, 2009

Re-Adopted: March 23, 2011

Amended: March 16, 2012

Amended: March 13, 2013

Re-Adopted: March 12, 2014

1. All purchasing on behalf of the Greater Rochester Sports Authority (Authority) 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 Authority 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 Authority 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 Authority 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 \$1000.00 purchases shall be made upon verbal quotations or at the discretion 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 resident manager with written approval from the Monroe County Department of Environmental Services who shall notify the Authority 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 Authority, 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 Authority may use a selection process to determine the most qualified proposal to perform the services. All contracts for professional services shall be awarded based upon a request for proposals process. If the

cost of the services is not more than \$5,000 the resident manager may authorize the agreement and shall notify the authority of said contract. If the cost of services exceeds \$5,000 the Authority shall 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 resident manager 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 Authority as soon as practicable.