Community colleges must procure commodities and services in accordance with Article 5-A of the New York State General Municipal Law. This law is designed to ensure the prudent and economical use of public monies and facilitate the acquisition of quality goods or services at the lowest possible cost, as well as to guard against favoritism, improvidence, extravagance, fraud and corruption.

It is the intent of this policy and these procedures

(ii) A good faith effort shall be made to obtain the required number of quotations. If, for any reason, the requesting department or office is unable to obtain the requisite number of quotations, such department or office shall properly document the reasons why such quotes could not be obtained, and the efforts made to acquire the required quotes. The Administrative Director of Business Operations shall be the final arbiter of whether reasonable efforts were made to obtain the required quotes.

All requisitions shall be prepared and submitted for approval via Banner or SharkMart, as appropriate.

^{1.} Contracts for public works encompass contracts for nonprofessional services, labor or construction, such as maintenance services, liquid and solid waste removal, painting,

- (a) The contract must have been issued by the United States or any federal agency, or by any state or political subdivision or district thereof;
- (b) The contract must specifically state that it is available for use by other public entities; and
- (c) The contract must have been issued to the lowest responsible bidder or on the basis of
- 5. Commodities may be purchased and contracts for public works may be authorized without undergoing the competitive bidding process in the case of a public whereby circumstances affecting public buildings, public property, or the life, health, or safety of persons require immediate action.

 prior to any purchase or authorization for a contract for public works by the Office of Legal Affairs, in consultation with the Administrative Director of Business Operations, or his/her designee.
- 6. This exception applies only when the College requires particular supplies, materials, equipment, or services, which uniquely serve its interests and for which there is no substantial equivalent. Procurement by this method 0.3p G[p)5(er)-2(t)09()4a5 0 1 190n1 0arrAC()4a5

- (i) shall be those having a value less than \$35,001 or 10% of the public works contract, whichever is the smaller amount.
- (ii) shall be all those having greater value than minor change orders and amendments
- (b) The President, or his/her designee, is authorized tonBTorizwtvehe(h)-4(q(,)-iviTJE(or)al(e

(f) The President, or his/her designee, is authorized to approve additional services having a value of less than \$50,000. In those cases where the aggregate of several requests for additional services within any one agreement reaches \$100,000, that condition with appropriate explanation shall be reported to the Board of Trustees at the next scheduled meeting.

4.

- (a) The initiating department or office shall assess options for speaker services by obtaining written quotes for such services, while considering the goals of the program and available budget. The departments or office shall document the speakers which have been considered and the rationale for the final selection.
 - (i) If the fee for a speaker program is below \$2,000, the department or office shall submit a request to the Office of Legal Affairs to prepare an appropriate contract for execution by the President or his/her designee.
 - (ii) If the fee for a speaker program is \$2,000 or above, the department or office, upon the prior written approval of the Vice President for Academic Affairs or for Student Affairs, as appropriate, shall submit a request to the Office of Legal Affairs to prepare an appropriate contract for execution by the President or his/her designee.
 - (b) Purchase orders shall be issued prior to the performance of any services.