REDCO
PROCUREMENT POLICY
(March 30, 2016)

I) PROFESSIONAL SERVICES

"Professional Services" shall mean (i) work requiring training, knowledge, skill or experience of a nature that is professional, scientific, technical, or otherwise novel or uncommon; or, (ii) work requiring confidential relationship; or, (iii) work requiring the independent exercise of a fair amount of discretion, judgment and responsibility. These criteria are designed to identify work which requires qualifications not amenable to measurement primarily by price. Because it is not appropriate to award a contract for such work to the lowest bidder, such work is exempt from competitive bidding requirements. REDCO shall select, through solicitation of proposals, a review of qualifications and experience, and through negotiation, the most appropriate provider with whom to contract for the work desired.

Review and Determination

The Law Department shall review the scope of a proposed professional services contract to determine whether the work can be properly classified as a professional service and therefore exempt from competitive bidding requirements.

II) PURCHASING PUBLIC WORKS, COMMODITIES AND SERVICES

Formal Competitive Bidding Threshold

For all procurements made by REDCO, the Treasurer shall determine whether the procurement is subject to competitive bidding requirements.

Commodities and Services ($20,000 aggregate annually)

All other purchases – whether competitively bid, written quotes, telephone quotes, or call numbers – are coded by commodity.

- Treasurer will review a monthly report by commodity showing amounts encumbered or paid within the preceding eleven (11) months.
- If either amount exceeds (or approaches) $20,000, purchase of any amount shall be subject to competitive bidding.
- If REDCO anticipates, that because of a program or market change, a particular commodity will approach or exceed $20,000 for the year, all purchases of that commodity shall be subject to competitive bid.
- If purchases are less than $20,000, written quotation procedures will be followed.
- No purchases may be broken into components for the purpose of avoiding the competitive bidding requirements.

III) EXEMPTION FROM FORMAL BIDDING

Statutory

- Purchases from Monroe County contracts (GML103-3)
- Emergency purchases
- Purchases of surplus and second-hand supplies, material or equipment from the federal government, New York State, or any other political subdivision, district or public benefit corporation.
- Purchases from New York State contracts.

Sole Source

A sole source item is one providing a certain function for which no other items are known to exist. It is to REDCO's advantage to promote competition and avoid the sole source designation unless no other source is available.

- Sole source designation should be made only after unsuccessful attempts to solicit competition. Emphasis must be placed on functional equivalence, not on uniqueness of a particular item.
- All sole source determinations will be kept on file with full documentation for an as required review. A sole source designation can last up to three (3) calendar years, in order to avoid needless rebidding of a product for which the open bidding process has failed to elicit competition. At the end of the three year period of time, competitive bidding must again be attempted for any procurement exceeding the competitive bidding limits.

For procurements below those limits, competitive bidding or request for quotes should be attempted.

IV) INFORMAL BIDDING PROCEDURE

All informal bids shall include solicitation of any local and minority vendors for the commodity, whenever feasible. All local bids shall include solicitation of vendors whose businesses are located within the City of Rochester. If a satisfactory bid cannot be obtained from businesses located within the City of Rochester, bids may be solicited from businesses located within the Rochester Metropolitan Statistical Area (RMSA). The Rochester Metropolitan Statistical Area (RMSA) will consist of seven (7) counties: Monroe, Geneseo, Livingston, Ontario, Orleans, Wayne and Yates. Minority vendors shall be listed as a Certified Minority or Woman Business Enterprise (MWBE) in the City of Rochester's Certified MWBE Directory. Certification of these firms is designated by the State of New York.

Written Quotations (Under $20,000 annual usage)

- Written requests for quotation (RFQ) shall be obtained by REDCO by mail, or FAX wherever feasible
- RFQ's shall be solicited from at least three (3) vendors, if available
- If fewer than three (3) quotations are obtained, REDCO may allow the purchase, based on the reasonableness of the solicitation attempt

Required Documentation:

- Copy of quotation, as distributed to prospective bidders.
- List of bidders sent RFQ
- Quotations submitted (faxes acceptable)
- Summary of responses to RFP. The summary shall include:
    - Indication if no response
    - Dollar amount quoted
    - Statement of any way in which quotation received differs from quotation solicited Terms, f.o.b., deviation from specifications, etc.)
- Statement of basis of award, if other than "Low Dollar Offeror". This must document a material deviation from the performance of the item, or from the terms and conditions in the RFQ

Telephone Quotations (primarily in cases under $2,000 annual usage)

- May be obtained whenever, in the opinion of the Purchasing Agent, time or some other factor makes the solicitation of written quotations impractical or not cost-effective

Required Documentation:

- List of bidders contacted (at least three (3)
- Summary of responses. The summary shall include:
  - Indication if no response
  - Dollar amount quoted
  - Name of representative providing quote
  - Statement of any way in which quotation received differs from quotation solicited Terms, f.o.b., deviation from specifications, etc.)

V) CALL NUMBERS

"Call numbers" are purchase order numbers available telephonically or electrically on purchases of less than $300.

- If the item is not on an existing contract, or is not a repair, at least three (3) bidders should be contacted, including up to three (3) MWBE firms.
- Exact dollar amount from low bidder, the specific items(s) and quantity purchased are required to award a Call Number.
- On call numbers with fewer than three (3) quotes other than those stated above (existing or repair), the Purchaser may waive quotes provided the reason for such a waiver is noted (i.e., time or rarity of item)

VI) USING DEPARTMENT SOLICITAION OF QUOTES

For purposes of expedience, REDCO may allow a using agency to solicit quotations, either in writing or by telephone.

VII) COMMONALITY OF SPECIFICATIONS

- REDCO shall combine requirements across City departments' whenever possible to permit competition for a high volume of goods. Individual difference requests may be honored if they unduly burden the City administratively or result in loss of buying power.

- For example, uniforms, office supplies, furniture, equipment, and copiers may be bought in standard groups to gain purchasing power for REDCO.