

PROCUREMENT POLICY FOR 2026

I, Melinda Eaton, hereby certify that a meeting of the Town Board of the Town of Wales, held at the Wales Community Center, 12345 Big Tree Road, Wales Center, New York on the 13th day of January 2026 the following Resolution was adopted.

WHEREAS, Section 104-b of the General Municipal Law (GML) required every town to adopt internal policies and procedures governing all procurement of goods and services not subject to bidding requirements of GML s103 or any other law; and

WHEREAS, comments have been solicited from those officers of the Town involved with procurement;

NOW, THEREFORE, BE IT

RESOLVED, The Town of Wales does hereby adopt the following Procurement Policies and Procedures for year 2025:

- GUIDELINE 1. Every prospective purchase of good and/or services shall be evaluated to determine the applicability of GML s103. Every town officer, board member, department head or other personnel with the requisite purchasing authority (hereinafter Purchaser) shall estimate the cumulative amount of the items of supply or equipment needed in a given fiscal year. That estimate shall include the canvass of other town departments and past history to determine the likely yearly value of the commodity to be acquired. The information gathered and conclusions reached shall be documented and kept with the file or other documentation supporting the purchase activity.
- GUIDELINE 2. All purchases of (A) supplies and/or equipment which will exceed \$20,000.00 in the fiscal year or (B) public works contracts over \$35,000.00 shall be formally bid pursuant to GML s103.
- GUIDELINE 3. All estimated purchases of:
- Less than \$10,000.00 but greater than \$3,000.00 required a written Request For Proposal (RFP) and written and/or fax quotes from three (3) vendors.
 - Less than \$3,000.00 but greater than \$1,000.00 requires an oral request for the goods or a fax quote from two (2) vendors.
 - Less than \$1,000.00 are left to the discretion of the Purchaser.
- All estimated public works contracts of:
- Less than \$20,000.00 but greater than \$10,000.00 requires a written Request For Proposal (RFP) and written and/or a fax proposal from three (3) contractors.
 - Less than \$10,000.00 but greater than \$3,000.00 requires a written (RFP) and/or fax proposals from two (2) contractors.
 - Less than \$3,000.00 are left to the discretion of Purchaser.
- Any written (RFP) shall describe the desired goods, quantity and particulars of delivery. The Purchaser shall compile a list from all vendors from whom written/fax/oral quotes/proposals offered.
- All information gathered in complying with the procedures of this Guideline shall be preserved and filed with the documentation supporting the subsequent purchase of public works contract.
- GUIDELINE 4. The lowest responsible proposal or quote shall be awarded the purchase or public works contract unless the Purchaser prepares a written justification providing reasons to make an award to other than low bidder. If a bidder is not deemed responsible, facts supporting that judgement shall also be documented and filed with the record supporting the procurement.
- GUIDELINES 5. A good faith effort shall be made to obtain the required number of proposals or quotations. If the Purchaser is unable to obtain the required number of proposals or quotations, the Purchaser shall document the attempt made at obtaining the

proposals. In no event shall the inability to obtain the proposals or quotes be a bar to the procurement.

GUIDELINES 6. Except when directed by the Town Board, no solicitation of written proposals or quotations shall be required under the following circumstances:

- Acquisition of professional services
- Emergencies - Superintendent of Highways emergency spending up to and not more than \$1,500.00 without prior Town Board approval for parts and repairs. Such spending must be reported at the next regular meeting of the Town Board with a written statement as to what the condition of emergency existed. An itemized purchase order signed by the Superintendent of Highways and an itemized bill are required. Small tools and equipment are also subject to the same restrictions with a maximum authorization of \$350.00 (Jan. 10, 1991, Motion 26, pg. 284).
- Sole source situations
- Goods purchased at auction
- Goods purchased for less than \$1,000.00
- Public works contracts for less than \$3,000.00

GUIDELINE 7. Budgeted expenditures of \$450.00 or less may be authorized by the following Municipal Officials

Supervisor:	Timothy Howard
Councilperson:	Donald Butcher
Councilperson:	Donald Gallo
Councilperson:	Brenda O'Connor
Councilperson:	Dave Newman
Town Clerk:	Melinda Eaton
Highway Superintendent:	William Sywers
Assessor:	Dawn Martin
Town Justice:	Raymond Poliseno
Town Justice:	Michael Simon
Building Insp/CEO:	Daniel Whitehead
Zoning Board Chair:	Edward Wilkolaski
Conservation Chair:	Kenneth Brown
Planning board Chair:	Richard Munn
Historian:	Pat Spahn

The names of authorizing Municipal Officials shall be updated on a minimum of a biannual basis.

GUIDELINES 8. This policy shall be reviewed annually by the Town Board at its Organizational meeting or as soon as is reasonably practical.

(Procurement Policy duly adopted March 10, 1992, Motion 49, Page 327A.)

Melinda Eaton, Wales Town Clerk

State of New York
County of Erie, Town of Wales

I, Melinda M Eaton, Deputy Town Clerk of the Town of Wales, Erie County, State of New York, DO HEREBY CERTIFY, that at the Organizational Meeting of the Town Board of the aforesaid Town on the 134th day of January, 2026 the above Motion made by and second and carried by the Town Board.

IN WITNESS WHEREOF, I have hereunto set my hand and the Seal of the Town of Wales, this 13th day of January, 2026

Melinda M Eaton
Town Clerk, Wales

(SEAL)