

CONTRACT				
Materials & Equipment Purchases * **	Under \$500 Purchasing Award / PO Procurement card*	\$500-\$9,999 3 Quotes Purchasing Award / PO	\$10,000 + Bid BAC Award PO to \$100,000 M	
Maintenance Contracts/ Service Contracts	Under \$500 Purchasing Award / PO or VO	\$500-\$6,999 3 quotes Purchasing Approval Letter Contract	\$7,000-\$14,999 3-6 written quotes BAC Award	\$15,000 + Bid BAC Award
Printing Contracts	Under \$500 Purchasing Award / PO or VO	\$500-\$4,999 3 quotes Purchasing Approval Letter Contract	\$5,000-\$14,999 Bid BAC Award	\$15,000+ Bid Award by County Legislature
Public Works Contracts	Under \$500 Purchasing Award / PO or VO	\$500-\$9,999 3 quotes Purchasing Approval Letter Contract	\$10,000-\$34,999 3-6 written quotes BAC Award	\$35,000 + Bid BAC Award
Rental or Lease Contracts	Under \$1000 3 quotes Purchasing Award / PO or VO	\$1,000-\$9,999 3 quotes BAC Award	\$10,000-\$14,999 Bid BAC Award	\$15,000+ Bid Award by County Legislature
PROFESSIONAL SERVICE CONTRACTS		UP TO \$14,999 3-6 written quotes - BAC Award	OVER \$15,000+ RFP Award by Co. Legislature. MM	

*Procurement Cards may be used to purchase spare parts; pay for minor repairs; books & subscriptions, etc. (see full guidelines) **Fresh eggs, fruit and vegetables may be purchased without a bid if expenditure is less than \$10,000 in a 15 day period.

M Equipment Purchases over \$100,000 may be placed via County Contract issued by the Department of Law. Equipment Purchases under \$100,000 are placed via Purchase Order; in this case the PO is the Contract. The County retains the right to make purchases of equipment and/or services under appropriate NYS Contracts without bid; however all equipment purchases in excess of \$10,000 must be approved by the B.A.C. (Co. Administrative Code; □ A 1204 (pg. A78.1).

MM Note: The selection process used for Architects/Engineers with services costing in excess of \$15,000 is found in □ 203-1 of the Charter & Code Book. (pgs. 20301-20306)

B.A.C. = Board of Acquisition & Contract. Voting members are the County Executive, the Chairman of the County Legislature, and the Commissioner of Public Works; or their designated representatives.

Letter Contracts may be utilized for Contracts under certain thresholds. Letter Contracts require the approval of the Purchasing Agent, however the County Executive or representative must still execute the contract.

Late requests for contract approvals or renewals are always sent to B.A.C.

CONTRACT	EXAMPLES
Materials & Equipment Purchase	Car, Bus, Truck, Computer, Radios, Tires, Batteries, Printing Press, Office Supplies, Boats, Park & Playground Equipment
Maintenance Contract	Alarm Systems, Air Conditioning Equipment, Cash Registers, Computer Hardware, Copiers, Time Stamp, Duplicators, Elevators, Microfilm Reader/Printers, Printers, Scales, Typewriters, Engines, Water Treatment Service
Service Contracts	a) Purchase of equipment or materials which are to be installed Such as drapes, blinds, carpeting, overhead doors. b) Work, repair or services performed on or off premises such as Transportation of Handicapped Children, Banquets/Catering, Concessions at Co. Parks, Cleaning of Buildings, Moving, Painting, Repairs of Vehicles, Trash Removal c) Advertising, Printing
Public Works Contracts	Building Construction, Building Maintenance Repairs such as Window Glass Replacement or Roof Patching; Bridge Construction or Repairs; Electrical Wiring or Cabling for Computer Systems; HVAC work; Plumbing - See note on change orders.
Rental or Lease Contracts	Rentals (short term): Equipment Rentals such as a car or truck, backhoe, forklift, and sound systems. Facility rentals such as the Forum, a classroom, a conference room, a gym. Leases (longer terms): Copy machines, PC's, bulldozer, heavy equipment, printing equipment, a Sr. Citizen's Nutrition Site.
Professional Service Contracts	Architects, Engineers, Accountants, Auditing Services, Advertising Agency, Advertising Production costs, Custom Artwork, Beautician/Barber, Teachers, Instructors, Insurance, Land Surveyors, Legal Services, Physician/Dental/Medical Services, Pharmacy Services, Religious Services, Property Appraisals, Customized Software, Veterinarian Services

+ Note: Change Orders for public works contracts are handled as follows:

- A1203, found on pages A77 and A78 of the Charter & Code Book addresses change orders:

Whenever any contract for the construction, reconstruction, repair or alteration of any public work or improvement involves the expenditure of more than \$250,000, any change order involving an expenditure equal to 1% of the contract amount or \$25,000, whichever is greater, or any change order the amount of which, when added to all previous change orders, exceeds 10% of the contract amount, shall be approved by the Board of Acquisition and Contract and by the Public Works Committee of the County Legislature and the Committee of the County Legislature which considers and reports upon legislation relating to the department or agency responsible for such public work or improvement.