

NON-COMPETITIVE BIDDING POLICY

Non-competitive bidding is allowed below the threshold required by New York State General Municipal Law for amounts up to \$20,000.00 per item or \$35,000.00 per project.

If the cost of an item is under \$1,000.00 the Director may purchase the item at his/her discretion, without approval of the Board of Trustees of the Ellenville Public Library & Museum.

For all items over \$1,000.00 and up to \$10,000.00 and all projects up to \$20,000.00 the Board of Trustees will invite bids, via direct contact with vendors and via the posting of non-competitive bid notices in three local spots, such as the Village and Town Halls, and the Post Office, as well as in the Ellenville Public Library & Museum.

Once all bids have been submitted the Board of Trustees will select the contractor and is not required to choose the lowest bidder. Contractors will be selected based on availability of the contractor, quality, and cost. The Board is not required to wait for letters of objection thereafter.

All efforts will be made to purchase items locally and to hire local contractors, if the prices are competitive.

New York State Competitive Bidding Regulations will be followed for all items over \$20,000.00 and all projects over \$35,000.00.

Approved by the Board of Trustees

May 17, 2010

Amended by the Board of Trustees

December 20, 2010