PROCUREMENT POLICY
As Adopted: August 16, 2006
Amended: January 21, 2015

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as follows:

Section 1.   Any purchase / contract for goods or services must adhere to the following:

a.   The Monroe County Airport Authority (hereinafter "Authority") shall comply with all provisions of New York State Law and in particular the Public Authorities Law, Title 31 Section 2768 regarding contracts for construction.

b.   All purchase of goods and services shall be procured by the Authority, or any of its agents in the same manner as required by the County of Monroe (hereinafter "County") pursuant to New York State Law by competitive bidding or if competitive bidding is not required by such policies and procedures as the County has adopted as its procurement policy as it currently exists or as it may be amended in the future.

c.   Professional services agreements are not required to be awarded to the lowest responsible bidder. The Authority shall issue a request for proposals for professional service contracts, and shall use a selection process to determine the most qualified contractor to provide the best value to the Authority to perform the services.   Best value is defined as optimizing quality, cost, and effectiveness among responsive and responsible offerors.

d.   If the annual cost of the purchase/contract for goods or services, including professional service agreements, is not more than $20,000 the Administrative Director may authorize the procurement and shall notify the Authority of such procurement. If the annual cost of the procurement exceeds $20,000 the Authority shall authorize the procurement.

e.   The Administrative Director shall be responsible for the implementation of this policy to insure full compliance by the Authority and any of its agents, and to issue such rules and regulations implementing this policy as may be necessary to insure full compliance.

Section 2. This resolution shall take effect immediately.