

**Clinton County Soil and Water Conservation District
6064 Route 22, Suite 1
Plattsburgh, New York 12901
518.561.4616**

“Conserving & Protecting Our Valuable Resources”

Procurement Policy

- All purchases of \$10,000 or more shall be made pursuant to the competitive bidding requirements of General Municipal Law Section 103. Exceptions include purchases under county, state or federal contracts if available.
- All public works contracts of \$20,000 or more shall be made pursuant to the competitive bidding requirements of GML Section 103.
- All purchases between \$5,000 and \$10,000 will require three written quotes and will be documented and properly filed. Price lists and catalog references may be substituted for written quotes.
- Purchases over \$250^(a) up to \$5,000^(b) will not require the above documentation. However, employees shall exercise good judgement in procuring goods and shall strive for maximum quality, lowest price, and not display favoritism.
- The CCSWCD Board shall review this Procurement Policy annually at its Organizational Meeting.

^(a)See Separate Policy on Regular Monthly Disbursements and Purchases under \$250

^(b)See Separate Policy

**(Adopted on December 17, 2015, by a unanimous vote of the governing board of
the
Clinton County Soil and Water Conservation District)**

