

**POLICY FOR SELECTING VENDORS OF NON-CONSTRUCTION  
PURCHASING CONTRACTS, PROFESSIONAL SERVICES AND  
DELEGATION OF IMPLEMENTATION AUTHORITY**

**I. PURPOSE AND SCOPE**

This is the Suffolk County Water Authority's Policy for selecting vendors of goods and/or services not related to construction, for selecting professional service providers, and for paying expenses not subject to negotiation, a request for proposals or public bidding. This policy does not affect construction contracts awarded pursuant to §1088 of the Public Authorities Law. The purpose of this Policy is to have a competitive procurement process that results in the selection of a qualified vendor that offers the best value to SCWA.

**II. PROCUREMENT OFFICER**

SCWA's Purchasing Director shall be SCWA's Procurement Officer. All contacts between a potential vendor and SCWA shall conform with SCWA's Policy Concerning Contacts During Procurements.

**III. ACQUISITION OF GOODS AND/OR SERVICES WITH AN AGGREGATE  
VALUE OF FIFTEEN THOUSAND DOLLARS OR MORE**

The acquisition of goods or services of the same type or in the same category (e.g., office supplies) with an aggregate value of Fifteen Thousand Dollars (\$15,000.00) or more during the same fiscal year, June 1 to May 31, shall conform to the following:

**A. Solicitation of Proposals:**

1. The Procurement Officer may select a vendor from an existing United States General Services Administration, State of New York, municipal contract or pursuant to Public Authorities Law Section 2881 ("Public Contract"), or
2. The Procurement Officer may issue a sealed contract bid request or request for proposals for goods or services.
3. The Procurement Officer shall use reasonable efforts to circulate contract bids and requests for proposals to prospective vendors, including posting notice on SCWA's website.
4. The Procurement Officer shall obtain at least one non Public Contract response or an explanation as to why a non Public Contract vendor was not solicited.

**B. Review and Selection of Vendor**

1. SCWA shall evaluate the responses to the contract bid, request for proposals or Public Contract considering, among other things, price, vendor experience and responsibility, quality of product, whether a vendor is a woman and/or minority owned business and other reasonable considerations with the purpose of selecting the vendor that represents the best value for SCWA.
2. The responses to the contract bid, request for proposals, or Public Contract vendor shall be presented to the Board for its consideration. Such presentation may include a recommendation by SCWA staff. If a recommendation is made for use of a Public Contract vendor, SCWA staff shall obtain at least one non Public Contract response for the same item or an explanation as to why a non Public Contract vendor was not solicited.
3. The SCWA Board taking into consideration any recommendation by SCWA staff may authorize or reject entering into an agreement considering, among other things, price, vendor experience and responsibility, quality of product, and other reasonable considerations.

**IV. ACQUISITION OF GOODS AND/OR SERVICES WITH AN AGGREGATE VALUE OF LESS THAN FIFTEEN THOUSAND DOLLARS**

The acquisition of goods or services of the same type or in the same category (e.g., office supplies) with an aggregate value less than Fifteen Thousand Dollars (\$15,000.00) during the same fiscal year, June 1 to May 31, shall conform to the following:

**A. Solicitation of Proposals:**

1. The Procurement Officer may select a vendor from an existing United States General Services Administration, State of New York, municipal contract or pursuant to Public Authorities Law Section 2881 ("Public Contract"), or
2. The Procurement Officer may issue a sealed contract bid request or request for proposals for goods or services, or
3. The Procurement Officer may use its reasonable efforts to obtain competitive prices for the required item.
  - a. Reasonable efforts include purchasing the item at retail prices from a reputable vendor whose normal course of business includes selling such items.
  - b. For those items of a specialized character, reasonable efforts shall

include obtaining three written quotes from reputable vendors for the item.

4. The Procurement Officer shall obtain at least one non Public Contract response or an explanation as to why a non Public Contract vendor was not solicited.

B. Review and Selection of Vendor of Proposals with an Aggregate Value of more than Five Thousand Dollars (\$5,000) but less than Fifteen Thousand Dollars (\$15,000):

1. SCWA shall evaluate the responses to the solicitation considering, among other things, price, vendor experience and responsibility, quality of product, whether a vendor is a woman and/or minority owned business and other reasonable considerations with the purpose of selecting the vendor that represents the best value for SCWA.
2. The responses shall be presented to the SCWA Board. Such presentation may include a recommendation by SCWA staff. If a recommendation is made for use of a Public Contract vendor, SCWA staff shall obtain at least one non Public Contract response for the same item or an explanation as to why a non Public Contract vendor was not solicited.
3. The SCWA Board taking into consideration any recommendation by SCWA staff may authorize or reject entering into an agreement with a vendor for the requested good or service, considering, among other things, price, vendor experience and responsibility, quality of product, and other reasonable considerations.

C. Review and Selection of Vendor of Responses with an Aggregate Value of Less Than Five Thousand Dollars (\$5,000):

1. SCWA shall evaluate the responses to the solicitation considering, among other things, price, vendor experience and responsibility, quality of product, whether a vendor is a woman and/or minority owned business and other reasonable considerations with the purpose of selecting the vendor that represents the best value for SCWA.
2. The responses shall be presented to any Member or the Chief Executive Officer or his or her designee. If a recommendation is made for use of a Public Contract vendor, SCWA staff shall obtain at least one non Public Contract response for the same item or an explanation as to why a non Public Contract vendor was not solicited.
3. Such individual taking into consideration any recommendation by SCWA

staff may authorize or reject entering into an agreement with a vendor for the requested goods or services considering, among other things, price, vendor experience and responsibility, quality of product and other reasonable considerations.

**V. Purchase Order Procedures For Goods and Services**

All Goods and Services purchases shall conform to the following procedures.

A. Individual purchases with an aggregate value of Two Hundred Fifty Dollars (\$250.00) or more require the issuance of a purchase order. The Purchasing Director, or its designee, shall review Purchasing Orders for facial conformity with this Policy.

B. Authority to issue Purchase Orders:

1. Purchase Orders for items of any value may be issued by:

Members, Chief Executive Officer, Chief Financial Officer, Chief Human Resources Officer, Chief Technology Officer, Deputy Chief Executive Officer for Customer Service, Deputy Chief Executive Officer for Operations, and General Counsel.

2. Purchase Orders for items with an aggregate value of less than One Thousand Dollars (\$1,000.00) may be issued by:

Chief Engineer and Director of Research and Development, Director of Communications, Director of Construction Maintenance, Director of Field Services, Director of General Services, Director of Water Quality and Laboratory Services, Director of Production Control, Director of Risk Management, and Director of Strategic Initiatives.

3. Purchase Orders for items with an aggregate value of less than Five Hundred Dollars (\$500.00) may be issued by:

Managers and Superintendents for items used within their Department and the Storeroom Manager.

**VI. Aggregate Value**

SCWA Staff shall use its best efforts to estimate the aggregate value of goods or services of the same type or in the same category purchased in the same fiscal year in order to determine the acquisition procedures established by this Policy to follow. If during a fiscal year, SCWA staff determines that the estimated value is lower than the actual purchases made during the fiscal year, prior to making additional purchases of the good

or item, SCWA shall make a revised estimate of the value of the goods or services to be purchased and comply with the appropriate acquisition procedure based upon the revised estimate.

## **VII. Blanket Purchase Authorizations**

### **A. Issuance of a Blanket Authorization:**

The SCWA Board may, upon the recommendation of SCWA Staff, authorize or reject establishing a Blanket Authorization for an anticipated amount of goods or services of the same type or in the same category from one Vendor.

### **B. Review and Approval of Blanket Authorizations:**

The recommendation shall include an explanation as to why the Blanket Authorization should be issued and include whether any non Public Contract vendor was solicited for the items and if not, the reasons for not including a non Public Contract vendor. SCWA shall evaluate the recommendation considering, among other things, price, vendor experience and responsibility, quality of product, whether a vendor is a woman and/or minority owned business and other reasonable considerations with the purpose of selecting the vendor that represents the best value for SCWA.

### **C. Purchases after the issuance of a Blanket Authorization:**

Purchases from the selected Vendor shall be made pursuant to Section V above. Notwithstanding the issuance of a Blanket Authorization, the Procurement Officer, in its discretion, may, but shall not be obligated to, obtain competitive pricing under the methods set forth in Sections III or IV above prior to purchasing any item covered by the Blanket Authorization.

## **VIII. Purchasing Cards**

The Chief Executive Officer may authorize the issuance of purchasing cards to various departments for use to purchase items not normally stocked by SCWA, not available under an existing SCWA contract, needed immediately, or needed from a vendor who does not accept SCWA purchase orders. The CEO shall establish controls on the use of the cards and such controls and compliance with the same shall be reviewed no less than annually by the Internal Auditor.

## **IX. Purchases During an Emergency Condition**

If there is an emergency that affects SCWA's normal operations this Policy shall be suspended for as long as the emergency exists. Within a reasonable time after the emergency ends, the details of the purchase or rental of any goods or services of the same

type or category (e.g. bottled water, pumping equipment) costing One Thousand Dollars (\$1,000.00) or more made during the emergency shall be presented to the Board for its review.

**X. PROFESSIONAL SERVICES AGREEMENTS WITH AN AGGREGATE VALUE OF FIFTEEN THOUSAND DOLLARS OR MORE**

The retention of a firm or individual to provide Professional Services, including but not limited to, accounting, engineering, legal, architectural, appraisal, saying, public relations or archaeological services, (“Professional Services”) valued at more than Fifteen Thousand Dollars (\$15,000.00) shall conform to the following:

A. Solicitation of Proposals

The Procurement Officer shall issue a request for proposals. SCWA shall use its reasonable efforts to circulate the request for proposals. Such request for proposals shall be posted on the SCWA website and may be circulated by other means. If the issuance of a request for proposals is unreasonable under the circumstances, SCWA may obtain at least three quotes for such services and provide an explanation as to why a request for proposals was not issued.

B. Review and Selection of Vendor:

1. SCWA shall evaluate the responses to the request for proposals or written quote considering, among other things, price, vendor experience and responsibility, whether a vendor is a woman and/or minority owned business, ability to perform the service in a timely fashion and other reasonable considerations with the purpose of selecting the vendor that represents the best value for the SCWA.
2. If SCWA determines it is in SCWA best interests to award the contract or request for proposals, SCWA shall make a recommendation to the Board on which vendor to select including, within such recommendation, a proposed agreement. SCWA may schedule a conference with vendors prior to any recommendation.

C. Authority to Select Professional Service Vendor and to Enter into Agreement:

The SCWA Board taking into consideration, among other things, any recommendation by SCWA staff, price, vendor experience and responsibility, ability to perform the service in a timely fashion and other reasonable considerations may authorize or reject entering into an agreement with a vendor that responded to the solicitation.

**XI. PROFESSIONAL SERVICES AGREEMENTS WITH AN AGGREGATE VALUE OF LESS THAN FIFTEEN THOUSAND DOLLARS AND MORE THAN FIVE THOUSAND DOLLARS**

The retention of a firm or individual to provide Professional Services with an aggregate value of less than Fifteen Thousand Dollars (\$15,000.00) but more than Five Thousand Dollars (\$5,000) shall conform to the following:

A. Solicitation of Proposals:

The Procurement Officer shall solicit a minimum of three written proposals from reputable professional vendors with experience performing the requested service. A request for proposals may be issued if deemed appropriate by the soliciting department. The use of a request for proposals is encouraged if highly technical or specialized services are sought. If a request for proposals is issued, the request shall be posted on the SCWA website and may be circulated by other means. SCWA may schedule a conference with the vendors prior to any award.

B. Review and Selection of Vendor:

1. SCWA shall evaluate the responses to the request for proposals or written quote considering, among other things, price, vendor experience and responsibility, whether a vendor is a woman and/or minority owned business, ability to perform the service in a timely fashion and other reasonable considerations with the purpose of selecting the vendor that represents the best value for the SCWA.
2. If SCWA determines it is in SCWA best interests to award the contract or request for proposals, SCWA shall make a recommendation to the Board on which vendor to select including, within such recommendation, a proposed agreement. SCWA may schedule a conference with vendors prior to any recommendation.

C. Authority to Select Professional Service Vendor and to Enter into Agreement:

The SCWA Board taking into consideration, among other things, any recommendation by SCWA staff, price, vendor experience and responsibility, ability to perform the service in a timely fashion and other reasonable considerations may authorize or reject entering into an agreement with a vendor that responded to the solicitation.

**XII. PROFESSIONAL SERVICES AGREEMENTS WITH AN AGGREGATE VALUE OF LESS THAN FIVE THOUSAND DOLLARS**

The retention of a firm or individual to provide Professional Services valued less than Five Thousand Dollars (\$5,000.00) shall conform to the following:

A. Solicitation of Proposals:



The Procurement Officer shall solicit a minimum of three written proposals shall be solicited from reputable professional vendors with experience performing the requested service. A request for proposals may be issued if deemed appropriate by the soliciting department. The use of a request for proposals is encouraged if highly technical or specialized services are sought. If a request for proposals is issued, the request shall be posted on the SCWA website and may be circulated by other means. SCWA may schedule a conference with the vendors prior to any award.

B. Review and Presentation to the Chief Executive Officer:

1. SCWA shall evaluate the responses to the request for proposals or quotes and choose the vendor that represents the best value for SCWA considering, among other things, price, vendor experience and responsibility, whether a vendor is a woman and/or minority owned business, ability to perform the service in a timely fashion and other reasonable considerations.
2. If SCWA determines it is in SCWA's best interests to award the contract or request for proposals, SCWA shall make a recommendation to the Chief Executive Officer on which vendor to select including, within such recommendation, a proposed agreement. SCWA may schedule a conference with vendors prior to any recommendation.

C. Authority to Select Professional Services Vendor and to Enter into Agreement:

The Chief Executive Officer taking consideration, among other things, any recommendation by SCWA staff, price, vendor experience and responsibility, ability to perform the service in a timely fashion and other reasonable considerations may authorize or reject entering into an agreement with a vendor that responded to the solicitation provided the selected entity has not received more than Five Thousand Dollars (\$5,000.00) from SCWA for similar services during the same fiscal year, June 1 to May 31. If a Chief Executive Officer award to an entity would cause the value of the services provided by such entity to exceed five thousand dollars for a fiscal year, the SCWA Board taking into consideration, among other things, any recommendation by SCWA staff, price, vendor experience and responsibility, ability to perform the service in a timely fashion and other reasonable considerations may authorize or reject entering into an agreement with a vendor that responded to the solicitation.

**XIII. Purchase Order Procedures for Professional Services**

All professional services shall conform to the following:

- A. Individual purchases for Professional Services with an aggregate value of Two

Hundred and Fifty Dollars (\$250.00) or more require the issuance of a purchase order. The Purchasing Director shall review any such purchase order for facial conformity with this Policy.

**B. Authority to Issue Purchase Orders for Professional Services:**

1. Purchase Orders for Professional Services of any value may be issued by:

Members, Chief Executive Officer, Chief Financial Officer, Chief Human Resources Officer, Chief Technology Officer, Deputy Chief Executive Officer for Customer Service, Deputy Chief Executive Officer for Operations, and General Counsel.

2. Purchase Orders for Professional Services with an aggregate value of less than One Thousand Dollars (\$1,000.00) may be issued by:

Chief Engineer and Director of Research and Development, Director of Communications, Director of Construction Maintenance, Director of Field Services, Director of General Services, Director of Water Quality and Laboratory Services, Director of Production Control, Director of Risk Management, and Director of Strategic Initiatives.

3. Agreements without a Sum Certain:

Invoice for services without a sum certain (e.g. fees earned based on a hourly rate) shall be submitted to the SCWA Board for their review and approval of payment.

**XIV. EXPENSES NOT SUBJECT TO NEGOTIATION**

SCWA recognizes that the prompt payment of invoices for utilities, including, but not limited to, electrical, telephone, cellular, natural gas, governmental fees of any sort, legal notice publications, postage, and express delivery services is important and represents a good business practice. The fees for such services are not subject to negotiation. SCWA may make such payment upon receipt of an invoice for the same without Board approval. Members, Chief Executive Officer, Chief Financial Officer, Deputy Chief Executive Officer for Operations, Deputy Chief Executive Officer for Customer Service, Chief Human Resources Officer, and General Counsel may make such payments. In addition, the Board delegates to the Director of Finance and the Finance Department Manager authority to make payments for these services upon receipt of an invoice for the same without further Board action.

**XV. AUDIT OF DOCUMENTS**

All expenditures as well as processes and procedures leading towards those expenditures are subject to further audit by internal auditors, independent accountants and appropriate government agencies as required.

#### **XVI. REPORTS**

On an annual basis, a report will be submitted to the Board reflecting number of contracts, contractor, estimated annual award amounts and amounts paid to date and the controls governing the use of purchasing cards.

#### **XVII. REVIEW**

The Board shall review and reconfirm, on no less than an annual basis, this policy.

#### **XVIII. EFFECTIVE DATE**

The Effective Date for this Policy is November 1, 2016.