

Local Law Filing

(Use this form to file a local law with the Secretary of State.)

Text of law should be given as amended. Do not include matter being eliminated and do not use italics or underlining to indicate new matter.

~~County~~

~~City~~ of

Chester

~~Town~~

Village

Local Law No. 1 of the year 20 10

A local law entitled "Amendment to Chapter 20 Procurement Policy"
(Insert Title)

Be it enacted by the Board of Trustees of the
(Name of Legislative Body)

~~County~~

~~City~~ of

Chester

as follows:

~~Town~~

Village

Section 1. The Code of the Village of Chester Chapter 20, Procurement Policy, Section 20-1, Initial review of purchases, is amended to replace Section 20-1 in its entirety with the following:

“§20-1. Initial review of purchases.

Every purchase to be made must be initially reviewed by the Village officer, board, department head or other individual with the requisite purchasing authority (hereinafter "purchaser") to determine whether it is a purchase contract or a public works contract. Once that determination is made, the purchaser shall make a good faith effort to determine whether the cumulative amount likely to be spent by the Village in a fiscal year on the particular item of supply or service exceeds, or will exceed, the monetary limits requiring competitive bidding, taking into account past purchases. In making such a determination, the purchaser shall canvas other Village departments whenever necessary or appropriate. If the purchase, whether budgeted for or not, shall exceed \$1500.00 for a purchase contract or \$7500.00 for a public works contract, than the purchaser must, in addition to the other requirements contained in this Chapter, obtain the approval, by majority vote, of the Board of Trustees of the Village. The information gathered

(If additional space is needed, attach pages the same size as this sheet, and number each.)

and the conclusions reached shall be documented and filed with the Village Clerk, who shall keep the same with the file or other documentation supporting the purchase activity.”

Section 2. The Code of the Village of Chester Chapter 20, Procurement Policy, Section 20-2, Items not subject to bidding; documentation, is amended to replace “A.(1)” in its entirety with the following:

“(1) Purchase contracts under \$20,000 and public works contracts under \$35,000 or such other limits as may be set, from to time, through amendments to section 103 of the General Municipal Law.”

Section 3. The Code of the Village of Chester Chapter 20, Procurement Policy, Section 20-3, Requests for proposals; record keeping, is amended to replace “A” in its entirety with the following:

“A. All goods and services, except as provided in §20-7 below, will be secured by use of written requests for proposals (RFP), written quotations, verbal quotations or any other method determined by the purchaser to assure that goods will be purchased at the lowest price and that favoritism will be avoided. Unless the purchaser determines to use another method and documents why such other method will assure that goods will be purchased at the lowest possible price and that favoritism will be avoided, the method to be used shall be:

Estimated Amount to Purchase Contract	Method
\$500 to \$2,999	At least 2 verbal quotations
\$3,000 to \$4,999	At least 2 written/fax/e-mail quotations
\$5,000 to \$19,999	At least 3 written/fax/e-mail quotations or written requests for proposals
Estimated Amount of Public Works Contract	Method
\$500 to \$4,999	At least 2 verbal quotations
\$5,000 to \$9,999	At least 2 written/fax/e-mail quotations

\$10,000 to \$34,999

At least 3 written/fax/e-mail quotations or written requests for proposals

Section 4. Repealer. All Local Laws, Ordinances or parts of Local Laws or Ordinances inconsistent or in conflict with these Ordinance are hereby repealed as to said inconsistencies and conflicts.

Section 5. Severability. In the event that any clause, sentence, section or other part of this Local Law is declared to be invalid, such invalidity shall not affect the remainder of this chapter.

Section 6. This Local Law shall become effective immediately upon filing with the Office of the Secretary of State pursuant to the Municipal Home Rule Law.

(Complete the certification in the paragraph that applies to the filing of this local law and strike out that which is not applicable.)

1. (Final adoption by local legislative body only.)

I hereby certify that the local law annexed hereto, designated as local law No. 1 of 20 10 of the (County)(City)(Town)(Village) of Chester was duly passed by the Village Board on 10/4/ 20 10, in accordance with the applicable provisions of law.
(Name of Legislative Body)

2. (Passage by local legislative body with approval, no disapproval or repassage after disapproval by the Elective Chief Executive Officer*.)

I hereby certify that the local law annexed hereto, designated as local law No. _____ of 20 _____ of the (County)(City)(Town)(Village) of _____ was duly passed by the _____ on _____ 20 _____, and was (approved)(not approved) (repassed after disapproval) by the _____ and was deemed duly adopted on _____ 20 _____, in accordance with the applicable provisions of law.
(Name of Legislative Body)
(Elective Chief Executive Officer*)

3. (Final adoption by referendum.)

I hereby certify that the local law annexed hereto, designated as local law No. _____ of 20 _____ of the (County)(City)(Town)(Village) of _____ was duly passed by the _____ on _____ 20 _____, and was (approved)(not approved) (repassed after disapproval) by the _____ on _____ 20 _____.
(Name of Legislative Body)
(Elective Chief Executive Officer*)
Such local law was submitted to the people by reason of a (mandatory)(permissive) referendum, and received the affirmative vote of a majority of the qualified electors voting thereon at the (general) (special)(annual) election held on _____ 20 _____, in accordance with the applicable provisions of law.

4. (Subject to permissive referendum and final adoption because no valid petition was filed requesting referendum.)

I hereby certify that the local law annexed hereto, designated as local law No. _____ of 20 _____ of the (County)(City)(Town)(Village) of _____ was duly passed by the _____ on _____ 20 _____, and was (approved)(not approved) (repassed after disapproval) by the _____ on _____ 20 _____. Such local law was subject to permissive referendum and no valid petition requesting such referendum was filed as of _____ 20 _____, in accordance with the applicable provisions of law.
(Name of Legislative Body)
(Elective Chief Executive Officer*)

* Elective Chief Executive Officer means or includes the chief executive officer of a county elected on a county-wide basis or, if there be none, the chairperson of the county legislative body, the mayor of a city or village, or the supervisor of a town where such officer is vested with the power to approve or veto local laws or ordinances.

5. (City local law concerning Charter revision proposed by petition.)

I hereby certify that the local law annexed hereto, designated as local law No. _____ of 20 _____ of the City of _____ having been submitted to referendum pursuant to the provisions of section (36)(37) of the Municipal Home Rule Law, and having received the affirmative vote of a majority of the qualified electors of such city voting thereon at the (special)(general) election held on _____ 20_____, became operative.

6. (County local law concerning adoption of Charter.)

I hereby certify that the local law annexed hereto, designated as local law No. _____ of 20 _____ of the County of _____ State of New York, having been submitted to the electors at the General Election of November _____ 20_____, pursuant to subdivisions 5 and 7 of section 33 of the Municipal Home Rule Law, and having received the affirmative vote of a majority of the qualified electors of the cities of said county as a unit and a majority of the qualified electors of the towns of said county considered as a unit voting at said general election, became operative.

(If any other authorized form of final adoption has been followed, please provide an appropriate certification.)

I further certify that I have compared the preceding local law with the original on file in this office and that the same is a correct transcript therefrom and of the whole of such original local law, and was finally adopted in the manner indicated in paragraph _____ above.

Esther Moscatello
ESTHER MOSCATELLO
Notary Public, State of New York
#01M06092989
Qualified in Orange County
Commission Expires March, 2011

(Seal)

Rebecca Rivera
Clerk of the county legislative body, City, Town or Village Clerk or officer designated by local legislative body
Rebecca Rivera, Village Clerk
Date: 10-8-10

(Certification to be executed by County Attorney, Corporation Counsel, Town Attorney, Village Attorney or other authorized attorney of locality.)

STATE OF NEW YORK
COUNTY OF Orange

I, the undersigned, hereby certify that the foregoing local law contains the correct text and that all proper proceedings have been had or taken for the enactment of the local law annexed hereto.

Henry N. Christensen, Jr.
Signature
Henry N. Christensen, Jr.
Attorney for the Village
Title

~~County~~
City of Chester
~~Town~~
Village

Date: 12 October 2010