The ETASC Board of Directors at their 2/22/2012 meeting adopted the following resolution:

Resolution No. 13

BE IT RESOLVED, that the Board of Directors adopts as the Corporation’s procurement policy the procurement policies adopted by and in effect for the County of Erie which, pursuant to New York State statutes, are applicable to the Corporation.

Overview of County Procurement Policies

The County Procurement policies and guidelines are designed to follow New York State Municipal Law Sections 103, 104a, 104b, 175, and 184. Policies are also governed by the Erie County Charter and Code along with Local Law No. 5 establishing guidelines for minority and women owned business utilization.

Purchasing is conducted by informal and formal bid. Informal bids request quotations for goods and services with a projected cost of under $10,000.00. Whenever possible, we wish to have at least three vendor quotations. Vendors are selected from the County's Vendor List.

Formal Bids request quotations for goods and services with a projected cost of over $10,000.00. Formal bids are advertised in The Buffalo News classified section. Formal bids can be downloaded from the Internet by accessing the On-Line Bid Retrieval section.

Purchase orders are a contract between a vendor and the County for specified goods and services. No merchandise should be shipped nor any service performed without an authorized purchase order. In the case of telephone orders, a purchase order number is given. Purchase order numbers must appear on all shipments, delivery slips, and invoices. Orders are understood to be shipped FOB destination unless otherwise specified on the Purchase Order.