



BYRON W. BROWN
MAYOR

CITY OF BUFFALO
DEPARTMENT OF ADMINISTRATION,
FINANCE, POLICY AND URBAN AFFAIRS
DIVISION OF PURCHASE

WILLIAM L. SUNDERLIN
DIRECTOR



JANET PENKSA, Ph.D.
COMMISSIONER

**City of Buffalo
Procurement Policy**

Applicability: This Procurement Policy shall apply to the City of Buffalo

Scope: In compliance with sections 103 and 104-b of the New York State General Municipal Law and with Buffalo City Charter Sections 10-25 through 10-38, the City of Buffalo is required to adopt procurement policies which will apply to the procurement of goods and services paid for by City of Buffalo for its own use.

Purpose: Pursuant to Section 103 and 104-b of New York State General Municipal Law, the primary objectives of this policy are to assure the prudent and economical use of public monies in the best interests of the taxpayers of the City of Buffalo, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances and to guard against favoritism, improvidence, extravagance, fraud and corruption.

Policy: The Policy of the City of Buffalo is to procure goods and services by award to the lowest responsible bidder, following open, competitive bid in compliance with New York State General Municipal Law Section 103 and Article 10 of the Buffalo City Charter.

It is the Policy of the City of Buffalo to award contracts for professional and technical services to the party offering the best quality at the best price under the circumstances, following an open, competitive Request for Proposal process, in compliance with New York State General Municipal Law section 104-b and Article 10 of the Buffalo City Charter.

A handwritten signature in cursive script that reads "William L. Sunderlin".

William L. Sunderlin
Director of Purchase