

Intro No. 1
Date 12/18/25
Reviewed by
Co. Attorney CAS
Date 12/2/25

RESOLUTION
BROOME COUNTY LEGISLATURE
BINGHAMTON, NEW YORK

Permanent No. 2025-466
Date Adopted 12/18/2025
Effective Date 1/6/2026

Sponsored by: County Administration Committee

Seconded by: Hon. Greg W. Baldwin

RESOLUTION ADOPTING LOCAL LAW INTRO. NO. 6 OF 2025, ENTITLED: "A LOCAL LAW AMENDING A1203 AND A1204 OF THE BROOME COUNTY CHARTER AND ADMINISTRATIVE CODE"

WHEREAS, the Director of the Office of Management and Budget desires to update the Broome County Purchasing Guidelines to clarify the procurement process, promote compliance with County purchasing policy, and ensure efficient and transparent use of County funds, and

WHEREAS, the recommended updated dollar thresholds for each purchase category, as well as the corresponding contract type and required approval process is attached as Exhibit A", and

WHEREAS, Sections A1203 and A1204 of the Broome County Charter and Administrative Code will be amended to reflect the recommended updated dollar thresholds, and

WHEREAS, the Director of the Office of Management and Budget is authorized to update the Purchasing Policy and Procedure Manual, as well as all related documents to implement the provisions of this local law, without further Legislative approval, now, therefore, be it

RESOLVED, that Local Law Intro. No. 6 of 2025, entitled: " A Local Law Amending A1203 and A1204 of the Broome County Charter and Administrative Code" be and the same hereby is adopted and approved in accordance with the Broome County Charter and Administrative Code and all the applicable statutes and laws pertaining thereto, and be it

FURTHER RESOLVED, that the Director of the Office of Management and Budget is authorized to update the Purchasing Policy and Procedure Manual, as well as all related documents to implement the provisions of this local law, without further Legislative approval.

COUNTY OF BROOME) ss.:
STATE OF NEW YORK)

I, the undersigned, Deputy Clerk of the Legislature of the County of Broome, DO HEREBY CERTIFY that the above is an original resolution of such Legislature duly adopted on the 18th day of December, 2025, by a majority of the members elected to the Legislature of said County at a regular meeting of said Legislature.

I FURTHER CERTIFY that at the time said resolution was adopted said Legislature was comprised of fifteen members.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of said Legislature this 19th day of December, 2025.

Date sent to County Executive: December, 2025

Approved [Signature]
County Executive

Carol Hall
Deputy Clerk, County Legislature
County of Broome

Date 16, 2025.
2026

Summary of Broome County Purchasing Guidelines

Effective Date: January 1, 2026

Purchase Category	Contract Type			
	Purchase Order (PO) Direct Voucher (VO) Procurement Card (P-Card)	Letter Contract	Board of Acquisition & Contract (BAC)	Legislature Award
Materials, Equipment and Commodities*	\$5,000 or less PO or P-Card \$5,001-19,999 3 written quotes PO		\$20,000 & Above Bid if not on NYS or Cooperative Contract Piggybacking Allowable PO for Equipment up to \$100,000	
Maintenance and Service Contracts	\$5,000 or less PO, VO, or P-Card	\$5,001-\$9,999 3 written quotes	\$10,000-\$19,999 3 written quotes \$20,000 & Above Bid	
Printing and Graphics Contracts**	\$5,000 or less PO, VO, or P-Card	\$5,001 - \$9,999 3 written quotes	\$10,000-\$14,999 3 written quotes	\$15,000 & Above Bid
Public Works Contracts	\$7,000 or less PO or VO	\$7,001-\$19,999 3 written quotes	\$20,000-\$34,999 3 written quotes \$35,000 & Above Bid	
Rental or Lease Contract	\$5,000 or less PO, VO, or P-Card	\$5,001 - \$9,999 3 written quotes	\$10,000-\$14,999 3 written quotes	\$15,000 & Above Bid
Professional Services***			Up to \$14,999 3 written quotes	\$15,000 & Above RFP

*Insurance required if service attached

**Must reach out to BC Print Shop prior to seeking outside work

***The selection process used for Architects/Engineers with services anticipated to cost in excess of \$15,000 is found in Chapter 12 of the Broome County Charter & Code.

Contract Types

Purchase Order (PO) – Purchase Order is required for all commodity purchases

Direct Voucher (VO)- Department enters Voucher for payment; no purchase approved needed. Invoice required for payment.

Procurement Cards (P-Card) - see full Procurement Card Guidelines in the Broome County Purchasing Manual

Letter Contracts require the approval of the Director of OMB. The County Executive or representative executes the contract.

Board of Acquisition and Contract (BAC) - Voting members are County Executive, Chairman of the Legislature, and Commissioner of Public Works; or their designee.

SUMMARY OF BROOME COUNTY PURCHASING GUIDELINES

Purchase Category	EXAMPLES
Materials, Equipment, and Commodities	Automobiles, bus, radios, tires, batteries, boats, park & playground equipment. IT specific - purchase and renewals of Software as a Service (SaaS), software subscriptions, commercial off-the-shelf software license, non-customized systems, printers, keyboards, mice, webcams, headsets, phones, and tablets.
Maintenance and Service	Alarm systems, HVAC equipment, cash registers, computer hardware or software, copiers, elevators, microfilm reader/printers, printers, scales, engines, and water treatment service. Installation of purchased materials such as drapes, blinds, carpeting, overhead doors, computer hardware. Work, repair or services performed on or off premises such as transportation of handicapped children, catering, concessions at County parks, cleaning of buildings, moving, painting, repairs of vehicles, trash removal, and advertising.
Public Works	Any work that requires a PCR# (prevailing wage) such as building construction, building maintenance repairs such as window glass replacement or roof patching, bridge construction or repairs, paving, electrical wiring or cabling for computer systems, HVAC work, and plumbing. See note on change orders.
Rental or Lease	Rentals (short term): equipment rentals such as a car or truck, backhoe, forklift, and sound systems. Facility rentals such as the Forum, a classroom, a conference room, a gym. Leases (longer terms): Copy machines, computers, bulldozer, heavy equipment, printing equipment, and a Senior Citizen's nutrition site.
Professional Services	Architects, engineers, accountants, auditing services, advertising agency, advertising production costs, custom artwork, beautician/barber, instructors, insurance, land surveyors, legal services, physician/dental/medical services, pharmacy services, religious services, property appraisals, customization of software and veterinarian services.

Change Orders for public works contracts -

Whenever any contract for the construction, reconstruction, repair or alteration of any public work or improvement involves the expenditure of more than \$250,000, any change order involving an expenditure equal to 1% of the contract amount or \$25,000, whichever is greater, or any change order the amount of which, when added to all previous change orders, exceeds 10% of the contract amount, shall be approved by the Board of Acquisition and Contract and by the Public Works Committee of the County Legislature and the Committee of the County Legislature which considers and reports upon legislation relating to the department or agency responsible for such public work or improvement.

Reference: Broome County Charter and Administrative Code Section A1203

LOCAL LAW INTRO. NO. 6 of 2025

A LOCAL LAW AMENDING A1203 AND A1204 OF THE BROOME COUNTY CHARTER AND ADMINISTRATIVE CODE”

BE IT ENACTED, by the County Legislature of the County of Broome as follows:

Section 1 § A1203. Approval and execution of public works contracts is amended as follows: The Board of Acquisition and Contract shall award all public works contracts involving an expenditure of **\$20,000 - \$34,000 [more than \$7,000]**. Public works contracts involving **\$19,999 [\$7,000]** or less shall be awarded by the Director of **OMB [Purchasing]**. In either case, no public works contract shall be deemed effective until a written agreement approved by the Department of Law has been executed by the County Executive and the contractor.

All contracts, except for the purchase of equipment, supplies, materials and services incidental thereto, shall be executed on behalf of the County by the County Executive in accordance with the provisions of General Municipal Law § 103. Whenever such contract involves the expenditure of an amount greater than the limitation provided by General Municipal Law § 103, except contracts for the acquisition of real property, the contracts shall be awarded to the lowest responsible bidder in a manner as set forth in General Municipal Law § 103. A copy of each contract, when executed, shall be filed with the Comptroller, together with a copy of the local law, resolution or ordinance of the County Legislature upon which the right to make such contract rests, other than the annual appropriation act.

Whenever any contract for the construction, reconstruction, repair or alteration of any public work or improvement involves the expenditure of more than \$250,000, any change order involving an expenditure equal to 1% of the contract amount or \$25,000, whichever is greater, or any change order, the amount of which, when added to all previous change orders, exceeds 10% of the contract amount, shall be approved first by the Board of Acquisition and Contract and then by the Public Works and Transportation Committee of the County Legislature or the Committee of the County Legislature which considers and reports upon legislation relating to the department or agency responsible for such public work or improvement. The initial approval of the Board of Acquisition and Contract would remain pending until approval is granted by the Public Works and Transportation Committee or appropriate committee of the County Legislature.

Section 2 § A1204. Approval of purchases of equipment is amended as follows:

In any case where the purchase of an item or items of equipment involves the expenditure of more than **\$20,000 [\$10,000]**, said purchase shall be approved and the contract therefor awarded by the Board of Acquisition and Contract.

Section 3 This local law shall take effect upon filing with the Secretary of State.