



**SYRACUSE REGIONAL AIRPORT AUTHORITY PROCUREMENT**  
**AND CONTRACTING POLICY**

**I) GUIDELINES FOR THE PROCUREMENT OF GOODS AND SERVICES AND CONTRACTING FOR LAND OR CONCESSION LEASES FOR THE SYRACUSE REGIONAL AIRPORT AUTHORITY**

Among the powers granted to the Syracuse Regional Airport Authority ("Authority") under Article 8, Title 34 of the New York Public Authorities Law ("Enabling Act") is the power to "enter into contracts ... and to execute all instruments necessary and convenient to accomplishing its corporate purpose." It shall be the practice of this Authority to adopt such policies and procedures as are designed to promote the prudent and economic use of public monies and facilitate the acquisition of goods and services having the best value under any given set of circumstances.<sup>2</sup>

Therefore, the Syracuse Regional Airport Authority hereby formally adopts the following written procurement and contracting policy (Policy) applicable to all purchases of goods, equipment, services, concessions, and leases for land. This Policy is meant to actively promote competitive procurement of all goods, equipment, and services, with the limited exceptions as set forth herein. It is also designed to be applied in tandem with the Commercial Leasing policy in the area of revenue contracts. It is intended to work collaboratively with all internal control policies and procedures and should not be applied outside of those guidelines. The Executive Director, Chief Fiscal Officer, and staff are required to comply with this Policy and to retain the necessary documentation as required herein to substantiate such compliance.

**II) DEFINITIONS**

**A) "Best Value"** means the basis for awarding contracts for services to the offeror which optimizes quality, cost and efficiency, among responsive and responsible offerors.<sup>3</sup> Non-price factors may be addressed to determine Best Value. Non-price factors include, but are not limited to, reliability of a product; efficiency of operation; difficulty/ease of maintenance; useful lifespan; ability to meet needs regarding timeliness of performance and experience of a service provider with similar contracts.<sup>4</sup>

**B) "Construction Contracts"** mean contracts to perform the erection, construction, reconstruction, or alteration of buildings or other structures.

**C) "Quotations" or "Quotes"** means any written or verbal offer containing information regarding price, quantity, and a description of a good, equipment, or service. All Quotes communicated to the Authority shall be documented. Bid or quote solicitation must include shipping, handling and other ancillary charges, if applicable.

**D) "Responsible" or "Responsibility"** means the financial ability, legal capacity, integrity, and past performance of a business entity and as such terms have been interpreted relative to public procurement.<sup>5</sup>

- E) **"Responsive"** means a bidder or other offeror meeting the minimum specifications or requirements as prescribed in a solicitation for commodities or services.<sup>6</sup>
- F) **"Supervisor"** means an Authority employee who is responsible for the management of and budget of a department and holds the power to act on behalf of the Authority in the execution of that role.
- G) **"Buyer"** means the designated Authority employee who is responsible for the generation and placing of purchase orders for the acquisition of goods, equipment and services of the organization.

### **III PURCHASES OF GOODS, EQUIPMENT, OR SERVICES**

All purchases outlined in paragraphs A – F below shall follow the authorization levels outlined in Appendix A.

- A) For the purchase of goods, equipment, or services involving an expenditure of \$500.00 or less, competitive quotes are not required.
- B) For purchase of goods, equipment, or services involving an expenditure of more than \$500.00, but less than \$5,000.01 the Supervisor or his/her designee shall seek pricing/quotes from different vendors, i.e. provider or providers of the goods, services or equipment, that best meet the standards of efficiency, timeliness, practicality, and convenience. Given these objectives, the documented price/quote from a single vendor will be sufficient. The documentation shall be included with the submission of the approved purchase requisition to the Buyer, who will complete the procurement process.
- C) For purchase of goods, equipment, or services involving an expenditure of more than \$5,000.00, but less than \$100,000.01, the Supervisor or his/her designee shall seek written quotes from not less than two vendors, shall document and retain those quotes for a period of at least one year, and shall select the vendor offering the Best Value from those who respond to the request for quotations. The documentation shall be included with the submission of the approved purchase requisition to the Buyer, who will complete the procurement process.
- D) Except as otherwise expressly provided herein, all purchases of goods, equipment, or services by the Syracuse Regional Airport Authority involving an expenditure of more than \$100,000.00<sup>7</sup> shall be made pursuant to a formal, open competitive bidding process as set forth herein and shall be awarded on the basis of Best Value as defined in section II (A). The Authority reserves the right to reject all bids and re-advertise for new bids in the manner provided by this Procurement Policy. Such expenditures must be approved first by the CFO and then by the Executive Director.
- E) Where the Authority is a partial contributor to the acquisition of a good, equipment, or service, the Authority shall work in consultation with the other funding parties. Procurement methods satisfactory to all the involved parties shall be agreed to and implemented prior to the acquisition of a good, equipment, or service. Acquisitions should follow the procurement policies outlined in paragraphs A through E above to the extent possible.
- F) Where the Authority utilizes an agent/broker to secure specialized media resources on its behalf (e.g. television time, radio time, newspaper ads, etc.), those media resources may be obtained based upon the agent's/broker's recommendation in order to provide the broadest dissemination of Authority messages and the Authority may contract directly for such services based upon that plan or recommendation. The agent/broker shall consider competitive prices, effectiveness of message dissemination and other relevant factors to provide the most effective message presentation within the resources budgeted.

### **IV) GENERAL AIRPORT CONSULTANTS & RELATED FAA GRANT FUNDED PROJECTS.**

**A)** Periodically the Authority will issue Requests for Qualifications (RFQs) for firms wishing to be designated General Airport Consultants (GACs). A General Airport Consultant provides architectural, engineering, and planning services for FAA grant-eligible projects and for non-eligible projects. The Authority will select one or more firms as GACs for an upcoming period and present that recommendation to the Board for approval by resolution.

**B)** For projects with an estimated total project cost of \$50,000 or less, the Authority may issue a Work Order to any of the approved GACs which has been determined to be best qualified for the particular project. or 2) to conduct a " mini-RFQ " or solicit quotes from amongst the approved GACs to determine the best qualified GAC for the particular project.

**C)** For projects with an estimated total project cost of greater than \$50,000 but less than \$1,000,000 or less, the Authority shall conduct a " mini-RFQ " or solicit quotes from amongst the approved GACs to determine the best qualified GAC for the particular project.

**D)** For projects with an estimated total project cost of \$1,000,001 to \$10,000,000, a " mini-RFQ " shall be conducted amongst the approved GACs to determine the best qualified GAC for the particular project. The Executive Director may include additional GACs within the Airport industry to ensure the Best Value is obtained for the Authority. Upon the concurrence of the Finance Committee, the Authority shall issue such Work Order to the GAC deemed the Best Value.

**E)** For projects with an estimated total project cost of \$10,000,001 or greater, the Authority will conduct a "mini-RFQ" amongst the approved GACs to determine the best qualified GAC for the particular project. The Executive Director may include additional GACs within the Airport industry to ensure the Best Value is obtained for the Authority. The Finance Committee, along with the Executive Director, CFO, and the Director of Planning and Engineering shall serve as the "mini-RFQ " Review Committee. Based on the "mini-RFQ" process, the Review Committee shall recommend to the Board that a Work Order be issued to any of the approved GACs which have been determined to be best qualified for the particular project. Upon a resolution of the Board approving the recommendation, the Authority shall issue such Work Order.

**F)** The Executive Director or CFO will provide to the Finance Committee, no less than twice annually, a report showing all Work Orders issued to General Airport Consultants under the current GAC agreements.

#### **IV) CONSTRUCTION CONTRACTS NOT RELATED TO FAA GRANTS**

**A)** For construction contracts having a value of \$25,000.00 or less, the Authority ' s Executive Director or his/her designee shall seek pricing/quotes from different vendors that best meet the Authority's standards of efficiency, timeliness, practicality, and convenience. Given these objectives, a documented price quote from a single vendor is sufficient.

**B)** For construction contracts having a value of more than \$25,000.00, but less than \$100,000.01, the Authority shall seek written bids from two or more vendors, shall document and retain those quotes for a period of at least one year, and shall select the vendor offering the Best Value.

**C)** Construction contracts having a value of more than \$100,000.00, but less than \$500,000.01 shall be made pursuant to a formal, open competitive bidding process as set forth herein.

**D)** Construction contracts having a value of more than \$500,000.00 shall be made pursuant to a formal, open competitive bidding process as set forth herein. Any contract in excess of \$500,000.00 shall be let in conformity

with section one hundred thirty-five of the state finance law. Such contracts must be approved first by the Executive Director and then by the Authority's Board.

**E) Award of Construction Contracts.** The Authority shall not award any construction contract except to the lowest bidder who, provided in its opinion, is qualified to perform the work required and who is responsible and reliable. The Authority may reject any bid if, in its judgment, the business and technical organization, plant, resources, financial standing, or experience of the bidder justifies such rejection in view of the work to be performed.

**V) EXCEPTIONS TO COMPETITIVE BIDDING AND RFP PRACTICES**

**A) Emergencies**

Notwithstanding any of the other provisions in this Policy, if any public emergency, accident, or other unforeseen occurrence, affecting the life, health, safety or propeliy of the Authority and /or its officers, members, staff, or the general public require immediate action and cannot await a formal, open competitive bidding process or any other kind of competitive process, the Executive Director or his/her designee may temporarily waive any or all requirements set forth herein.

**B) Sole Source/Best Interest**

**1)** There are times when the purchase of certain goods, equipment, or services, the purchase of certain professional services, or the award of certain revenue contracts, is unique and that the vendor is the only vendor from whom the good/service can be obtained, is required to: comply with federal regulations; to interface with existing systems; by virtue of the unique operating environment of the Airport; or due to the impracticability of obtaining competitive quotes.

**2)** Revenue contracts that are contingent upon the provision of services such as development or construction by a specific vendor and provision of the contingent services by another party would impair or void the revenue contract, the contract and required contingent services may be considered for Sole Source/Best Interest exception.

When goods, services, or equipment, professional services, or revenue contracts which would otherwise under this policy require multiple quotes or a formal bid or RFP process, are procured under this "sole source" exception, the manager shall fully document rationale for such exception. The documentation shall be authorized by the Executive Director and CFO and retained pursuant to the Authority's Record Retention Policy.

**C) Surplus and Second-Hand Supplies.**

Surplus and second-hand supplies, material, or equipment may be purchased by the Authority without competitive bidding from the Federal Government, the State of New York or from any other political subdivision, district or public benefit corporation.

**D) Purchases Through Other Government Contracts**

**1)** Notwithstanding the provisions of this Policy, the Authority is authorized to make purchases of goods, equipment, or services, when available, utilizing the County of Onondaga's, State of New York or any other political subdivision, district, or public benefit corporation of New York 's, or United States of

America ' s existing, current competitive procurement lists directly. Any goods or services on such lists may be considered Best Value.

### **E) Discretionary Purchasing Authority**

The use of discretionary purchasing authority is granted by New York State Finance Law, New York State Public Authorities Law and applicable local procurement rules for use by Article 15- A and 17-B "State agencies". This authority is authorized for all State agencies, boards, commissions, offices and institutions with procurement rules that are governed by State Finance Law and Public Authorities Law and may be instructive to Article 15-A and 17-B "State agencies".

Purchases up to the Discretionary Buying Threshold are not subject to the formal competitive bidding requirements set forth in State Finance Law §163, but are subject to the advertising requirements set forth in Economic Development Law Article 4-C and State Finance Law §163(6-c). Agencies must also comply with their internal policies and procedures governing discretionary purchases, which should include an assessment as to whether a formal competitive procurement process, or one that is less formal but still competitive, may best meet the Agency's needs. Agencies may also determine based upon experience, knowledge and a current analysis, that it is appropriate to limit the discretionary purchase opportunity to State certified M/WBEs, SDVOBs or to New York State Small Businesses.

For purchases up to the Discretionary Buying Threshold, each Agency must:

- i) Ensure that the commodities, services or technology acquired meet its form, function and utility needs;
- ii) Document and justify the selection of the vendor;
- iii) Document and justify the reasonableness of the price; and
- iv) Ensure that the State buys from responsible vendors.

Discretionary Authority Limits are reviewed and updated periodically by NYS and published in the Minority/Women Business Enterprise (M/WBE) Operations Primer issued by NYS Division of Minority and Women Business Development (DMWBE) for MWBE Thresholds and The NYS Division of Service Disabled, Veteran Business Development (DSDVBD) Operation and Guidance Document for Service Disabled, Veteran Owned Business (SDVOB). SRAA will update internal requirements and thresholds in accordance with these instructions as updated.

## **VI FORMAL BIDDING AND RFP PROCESS<sup>15</sup>**

**A)** Advertisements for bids and requests for proposals shall be published in the official Authority newspapers and website designated for such purpose. Any advertisement shall contain a statement of the time by which all bids and proposals must be received, and the method by which they must be submitted. Authority staff shall take any additional measures practical to maximize the response to the bids and requests for proposals and thereby increase competition.

**B)** At least ten working days shall elapse between the first publication of such advertisement and the date so specified for the opening and reading of the bids and proposals.

**VII) SUPPORT FOR MINORITY AND WOMEN-OWNED BUSINESSES AND SERVICE DISABLED VETERAN-OWNED BUSINESSES**

The Syracuse Regional Airport Authority is subject to the requirements of Article 15-A of New York Executive Law which requires contracting with Minority and Women-Owned Businesses (M/WBE) when awarding Contracts and purchasing commodities and services. The Authority shall comply with Article 15-A of New York Executive Law and all rules and regulations promulgated thereto.

The Syracuse Regional Airport Authority is subject to the requirements of Article 17-b of New York Executive Law which requires contracting with Service Disabled, Veteran-Owned Businesses when awarding Contracts and the purchasing of commodities and services. The Authority shall comply with Article 17-B of New, York Executive Law and all rules and regulations promulgated thereto.

**VIII) STATEMENT OF NON-COLLUSION REGARDING BIDS AND PROPOSALS SUBMITTED TO THE AUTHORITY**

Every bid or proposal subject to the formal bid or RFP process required by this Policy, made to the Authority to provide goods, equipment , or services shall contain a detailed statement subscribed by the bidder or proposer, under penalty of perjury, certifying that the prices were arrived at independently without collusion, consultation, communication or agreement ; that the prices have not been disclosed and will not knowingly be disclosed by the bidder or proposer prior to the opening; and that no attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition. No contract shall be awarded where the statement of non-collusion required herein is not properly completed and submitted with the bid or proposal.

**IX) ETHICS AND CONFLICT OF INTEREST**

Each successful bidder or proposer of a formal bid or RFP process under this Policy shall submit to the Authority, prior to acceptance of a contract relative thereto, a statement affirming that the contractor, its officers and employees do not have a conflict of interest relative to supplying the goods, equipment or services and the Authority.

**X) ANNUAL REVIEW<sup>16</sup>**

The Finance Committee of the Board shall annually review this Policy and report to the Authority's Board.

**Adopted by Resolution No. 29 of 2011, November 10, 2011**

**Amended by Resolution No. 2 of 2014, March 14, 2014**

**Amended by Resolution No. 15, May 9, 2014**

**Amended by Resolution No. 17, September 11, 2015**

**Amended by Resolution No. 7, March 10, 2017**

**Amended by Resolution No. 28, November 8, 2019**

**Amended by Resolution No. 6, February 26, 2021**



**Appendix A – Authorization Requirements**

	<b>\$2,500 or less</b>	<b>&gt; \$2,500</b>	<b>&gt; 10,000</b>	<b>&gt; \$20,000</b>
Goods, Equipment & Services	Department Supervisor	Second Level Administrator	CFO	Executive Director