

The Library is committed to maximizing the use of its funds by employing prudent and professional procurement practices to obtain goods and services at the best possible value. This policy aims to ensure accountability in all purchases and obtain desired quality at the best possible cost, consolidating purchases in bulk quantities when practical to maximize economic benefit.

### **Exclusions**

This policy does not apply to:

- Real property,
- Insurance,
- Utilities,
- Dues or memberships in trade or professional organizations,
- Subscriptions for periodicals,
- Advertisements,
- Postage,
- Employee benefits,
- Library collection materials,
- Legal services, or
- Job-related travel, seminars, registrations, and training fees.

### **Authority and Responsibility**

The CEO/Chief Librarian or her/his designee has the authority to approve or disapprove all purchases in accordance with this policy. Responsibilities include:

- Obtaining bids or quotations as required,
- Ensuring all expenditures align with budgeted line items to prevent cost overruns,
- Maintaining vendor lists and authorized signers, and
- Ensuring all purchasing procedures comply with this policy.

The CEO/Chief Librarian, in conjunction with the Chief Finance Officer, oversees all purchasing procedures. All bids are public records. The Library Board of Trustees reserves the right to reject any or all bids prior to purchase in the Library's best interests.

### **Purchasing Process**

All purchases and service contracts must comply with the intent of this policy. It is unacceptable to divide or manipulate orders to circumvent these requirements. For frequently used vendors, a vendor list should be maintained, and discount information should be requested routinely.

Purchasing Requisitions are required and should be approved prior to purchase.

## **Purchasing Thresholds**

### I. \$0.01 – \$1,000.00

- Routine, budgeted purchases; typically, non-Amazon point-of-sale transactions.
- Multiple quotations not required.
- Submit the approved Purchase Requisition, original receipt, and a copy of the receipt that includes a second staff member's signature under the RECEIVED stamp to the Finance Office the day of purchase.
- The Finance Office will generate the Purchase Order from these documents.
- For Amazon Orders, fill out the Purchase Requisition Form with item(s) requested, purpose, and estimated cost. The form should be signed by your Department Head or another manager and the Finance Department. Turn in the signed form to the Tech Services Manager. Email the Tech Services Manager an electronic copy of the form that includes screenshots of and links to the Amazon items to be ordered. The Tech Services Manager will place the Amazon order on your behalf.

### II. \$1,000.01 – \$3,000.00

- Initiated by Executive Team Member or Department Manager with CEO/Chief Librarian knowledge.
- Multiple quotations preferred but not required.
- Bulk discounts and blanket orders should be considered for routinely used items.
- Blanket orders cover specific items to be delivered over a specific period of time (six months or one year) to take advantage of quantity discounts and avoid multiple reorders of routinely used items.

### III. \$3,000.01 – \$10,000.00

- Initiated by Executive Team Member or Department Manager with CEO/Chief Librarian knowledge.
- Two or more written, catalog, or telephone quotations required.
- Bulk discounts routinely requested.
- Comparison options presented to CEO/Chief Librarian.

### IV. \$10,000.01 – \$20,000.00

- Initiated by Executive Team Member or Department Manager in cooperation with CEO/Chief Librarian.
- Three or more written quotations or proposals required.
- CEO/Chief Librarian signs all contracts.
- Must be budgeted or approved by the Board for funding from other accounts.

V. \$20,000.01 and Above

- Purchases and service contracts require formal bid or Request for Proposal (RFP). Detailed written bids or quotes required. (A quote is the service provider's estimation of costs. A bid is an offer of service to someone for a price.)
- Must involve CEO/Chief Librarian and Library Board of Trustees.
- Must be budgeted or Board-approved for alternate funding.

**Bid process:**

- Publish RFP in newspaper of general circulation and contact appropriate vendors.
- Obtain three or more bids (exceptions must be documented).
- Bids delivered in sealed envelopes or faxed and sealed.
- Bid opening held at the Library on closing day.
- Board of Trustees approval required.
- Purchase Order or contract required.

**Documentation Required**

- Notice of RFP publication
- All submitted bids
- Justification for selected bid
- The Board may waive any provisions of this policy on a case-by-case basis.

**Evaluation Criteria**

Purchase Orders or contracts are awarded to the most responsible bidder, considering overall suitability, including quality, delivery, service, terms, lifespan, and price. The Board reserves the right to reject any or all bids.

**Service Contracts**

Service contracts are agreements for vendors to provide essential services. Contracts must:

- Include proof of Workmen's Compensation coverage;
- Hold the Library harmless for damages or injuries;
- Include Contractor's Certification of Compliance where applicable;
- Provide monthly, itemized bills for expenses.

Multi-year contracts may be allowed if they save the Library money and include annual opt-out provisions. All contracts will be reviewed 90 days prior to expiration for performance, cost, and competition.