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| <i>PURCHASING</i> | <u>Tracking Record</u> Revised: 8/20/98; 10/19/00; 7/22/08; 1/15/09; 1/20/11, 1/19/12, 1/17/19;1/19/23;4/18/24;1/16/25 Date Approved: 6/27/96 Reviewed: 1/13/10; 10/12/10; 1/9/13; 1/13/14; 1/14/15; 1/13/16; 1/11/17; 1/11/18; 1/9/2020; 1/14/2021;2/10/22;2/19/26 |

Purpose

The purchasing objective of the Cromaine District Library Board (the “Board”) is to provide services, materials and supplies which offer library personnel the most effective and efficient means to perform their tasks. The policy of the Board will be to acquire these at a minimum possible cost while taking into consideration the best interest of the Library. The Library Director is responsible for review and approval of all purchases subject to the following guidelines:

General Guidelines

1. The Library will conduct all purchasing activities according to the laws and regulations of the state and accepted professional principles and practices.
2. The Library will conduct all purchasing activities in such a manner as to develop and maintain good public, vendor, and library relationships.
3. The Library staff will strive to obtain the best possible product and/or service for the library at reasonable and affordable prices.
4. The Library will extend honest, courteous and impartial treatment, and assure fair and equal opportunity to all interested, qualified vendors.
5. All orders or contracts shall be awarded to responsible, qualified vendors, with consideration given to:
 - a. prices bid or quoted
 - b. quality and conformity to specifications
 - c. delivery and payment terms
 - d. past service to the library
 - e. preference given to local vendors when possible
6. The Library may accept or reject any or all bids or quotes (or any part thereof) in the interest of the Library.
7. The Library will participate in group and cooperative purchasing when practical and when it is to the library's advantage to do so.

8. Purchase of materials, equipment, goods, supplies, or services shall not be made without the execution of the proper requisition form, with the exception of petty cash funds.
9. Informal quotes (verbal information of price on equal products or services), secured in person, online or by telephone, may be used in obtaining the many small purchases less than \$5,000 for routine supplies by the library.
10. The Director is authorized to make purchases of goods, services, and for works of improvement when the cost per project is under \$25,000. For purchases when the cost per item exceeds \$25,000 and is under \$50,000, the Director is authorized to make purchases after obtaining a minimum of three quotations. The above-noted purchases require the approval of both the Director and the Board Treasurer and will be reported to the Board at its next meeting.
11. Goods, services, and works of improvement costing over \$50,000 and no more than \$80,000 shall require three or more quotations to determine price and availability. The Library Board's approval is required, within the confines of the approved budget, for all purchases or contracts in excess of \$50,000 with the exception of PCs, computer peripherals, and software provided for in the approved annual Technology Budget. These items may be purchased without prior Board approval on each purchase. Ongoing budgeted operational supply purchases are exempt from this policy. Staff will annually survey product costs from various vendors to ensure competitive pricing.

Competitive Bid Guidelines:

1. Contracts for the purchase of goods, services, and for works of improvement costing over \$80,000 shall be advertised for sealed bids for two consecutive weeks. The award of contract for such goods, services, and works of improvement shall be approved by the Board of Trustees. Cromaine District Library reserves the right to accept or reject any or all bids, to waive defects or irregularities in any bid, or to accept or eliminate any portion of any bid. The Board may waive the requirement for bids for the purchase of goods and services or for works of improvement if the Board determines that such action is in the best interest of Cromaine District Library under the circumstances of a particular contract.
2. There may be some items/services for which there is only one supplier, and therefore it may be impossible to have competitive bids. In such cases, the Board may waive the requirement for bids.
3. Emergency purchases may be made without utilizing this process. An emergency may arise out of an accident or other unforeseen occurrence which could affect the life, health or safety of patrons or staff where immediate action cannot await competitive bidding. In such cases, the Library Director shall authorize the purchase and report to the Board President.

4. Certificates of insurance shall be required any time contracted labor or material is to be utilized on library property. (Bidding specifications will set forth minimum limits.)
5. A performance bond of 100% of the contract amount may be required, at the discretion of the Board, for all contracted services exceeding \$100,000.
6. Major library vendors of materials and electronic resources to the Cromaine District Library will be exempt from the above bid process. At the request of the Board, the Director will provide a list of such vendors and the amount of business transacted with each for the previous fiscal year.

Payments

1. Payments will be made in a timely fashion and reported to the Board on a monthly basis.
2. The President and Treasurer of the Board of Trustees and the Library Director are authorized to sign checks. Checks exceeding \$5,000 require two signatures, with the exception of regular monthly payments to the Library's health insurance provider.
3. The Library Director is authorized to transfer up to \$150,000 from the Library's money market account to the regular checking account as needed to cover payroll, tax and retirement deposits, and invoices. Such transfers will be reported on the monthly financial report. No more than two transfers a month adding up to \$300,000.00 are permitted without prior board notification.