



Bid Procurement Policy

All public work contracts in excess of \$200,000 and all purchase contracts in excess of \$100,000 shall be subject to competitive bidding. The Director is authorized to approve purchases that do not exceed \$5000.00. All purchases over \$5,000 must have full board approval. In emergency situations, such as but not limited to fire or flooding damage, the Director may approve purchases/contracts that do not exceed \$25,000, after consultation with a member of the Executive Board (Board President, Vice President, and/or Treasurer).

Under normal circumstances, contracts shall be awarded based on board or committee examination and approval, and will be awarded based on how they meet the needs of the library and their project.

While not required, it is recommended that the library will solicit at least three competitive quotations for public works and purchase contracts that exceed \$5,000.00. Such price quotes will be either written or verbal based on the following criteria:

Procedures for procurement of purchase contracts and public works contracts not subject to competitive bidding:

<u>Dollar Limit</u>	<u>Procedure</u>
\$0 - \$5000	Discretion of Director
\$5001 - \$25,000	Discretion of Director in Emergency Situations after consultation with member of Executive Board
\$5001 - \$25,000	Requires Full Board Approval
\$25,000 +	Formal written quotes from at least three separate vendors (if available)

Reasons to dispense with competitive bidding or quotations may include: true leases, professional services, and federal, state, county, town, Berks County Library System contracts. If a purchase or contract is below the bid thresholds, adds to an existing system, and is in the library's best interest to deal with one vendor for a particular system, then no competitive quotations are recommended.

Documentation for leases of personal property will include written quotes, cost-benefit analysis of leasing versus purchasing, etc. The Library will note that the contract is a true lease and not an installment purchase contract.