Bid, Procurement & Purchasing Policy

The Board of Trustees views purchasing as serving the educational goals and mission of the Library by providing supplies, equipment, and related services. Goods and services will be procured in a manner that ensures the prudent and economical use of public monies, in the best interest of the taxpayers, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances, and to guard against favoritism, improvidence, extravagance, fraud, and corruption.

Only the Library Director or another person designated by the Board of Trustees may commit the Library to make purchases. All purchases must have budgetary appropriation. All budgetary transfers will be reported to the Library Board and their approval documented.

Materials, equipment, supplies, and services purchased by the Library shall be of a quality and quantity required to serve the functions of the library in a satisfactory manner.

It is the responsibility of the Library Director or another person designated by the Board of Trustees to secure the required bids or to investigate alternative suppliers to ensure the most economical purchase required items. All involved in the purchasing process shall be aware that purchases for library materials are often available through statewide or national discount programs for libraries, as state contracts, or other previously arranged discount programs that the library is eligible to participate in.

No board member, officer, or employee of the Library shall have an interest in any contract entered into by the Library as outlined in the Library's Conflict of Interest Policy.

Purchasing Documentation

The Library Director, in consultation with the Library's contracted auditing firm (currently Long and Barrel) and with their approval, shall be responsible for establishing and updating procedures for the proper cost-effective documentation of purchases.

In accordance with the provisions herein, the Library Director may purchase goods or services with a value up to $2,000.00 and which are included in the Library's annual budget or in an

approval capital plan. Other staff members may purchase up to $500.00. Documentation for all purchases is to include:

- An original receipt including itemized description of the purchase, the quantity ordered, and the vendor.
- When applicable, a copy of the packing list should be initialed and dated by the person checking the shipment.
- Hard-copy printouts of items ordered online.

Requirements for Obtaining Quotes and Bids

Purchase contracts to competitive bidding will be awarded to the lowest responsible bidder, unless the Board of Trustees authorizes a different decision. The Library will provide justification and documentation of any contract awarded to a bidder other than the lowest responsible dollar bidder, setting forth the reasons why such award is in the best interest of the Library.

Purchasing Amounts, Quotes, Bid Requirements

- Purchases by authorized staff up to and not exceeding $500.00 require the Library Director's written approval. Requisition forms must be submitted and approved by the Library Director, who will initial and date the form to indicate her review.
- Purchases by the Library Director up to $2,000.00 will be reviewed by the Board of Trustees.
- Purchases from $2,000.00 to $10, 000.00 require prior written approval by the Board.
- Purchases over $20,000.00 require a formal bid process.

Exceptions

Competitive bidding, even if the dollar value of the purchase meets the threshold established above, is not required in the following circumstances:

- In emergencies where time is a crucial factor, in which public buildings, property, or residents are at risk, or immediate action is required that cannot await competitive bidding
- Procurements for which there is no possibility of competition (sole source items).
- Professional services that require special skill or training, such as auditors, attorneys, or engineers.

Statutory exceptions from obtaining quotations and proposals in accordance with this policy:

- Articles manufactured in state correctional institutions
- From agencies for the blind and severely disabled
- Under a state contract
- Under a county contract
- Under a contract of another political subdivision