

Guernsey Memorial Library		Section #
Manual Name Library Policy Manual	Date Issued: March 2008	Subsection
Section Purchasing Policy	Date Revised: 10/12/2017	Page
<p><u>Introduction</u></p> <p>Effective and efficient use of funds provided through taxes is essential in the administration of a public entity such as Guernsey Memorial Library. This purchasing policy applies to all materials, equipment, supplies and services for use by the Library. It blends efficient business practices and governing policies, and is intended to satisfy federal and state operating and audit requirements.</p> <p><u>Policy</u></p> <ol style="list-style-type: none"> 1. The Library Director is authorized by the Board of Trustees to procure all needed equipment and supplies, within the restrictions of the budget. 2. Single items over \$300.00 require three (3) quotes with documentation. 3. Single items over \$1,000.00 require three (3) quotes with documentation, and must be Board-approved by vote at a board meeting, regardless of whether these items have been included in the approved budget. 4. Blanket (open) purchase orders must have prior approval by the Board of Trustees by a vote taken at a regularly scheduled board meeting. 5. All purchases over \$20,000, and public works contracts over \$35,000 should be put out to bid in the local print media and require three written, sealed bids.(GML103[1]) Sealed bids for these items shall remain sealed and be opened only by the Board of Trustees. Contracts will be awarded only upon approval of the Board of Trustees. 6. Surplus and second-hand items, including supplies, materials or equipment may be purchased without competitive bidding from federal and state government, or from any political subdivision or district, upon approval of the Board of Trustees. (GML 103[6]) 7. In case of a public emergency resulting from an accident or other unforeseen occurrence, whereby circumstances affecting buildings, public property, or the life, health or safety of employees or the general public require immediate action which cannot await competitive bidding, contracts for work or the purchase of supplies, materials or equipment may be awarded with approval from the Board of Trustees. (GML 103[4]) 8. The purchasing procedures employed shall comply with all applicable laws and regulations of the State Education Department (i.e. State contracts). 		
Revision Approved by Board: 10/12/17		

Guernsey Memorial Library	Section #	
Manual Name Library Policy Manual	Date Issued: March 2008	Subsection
Section Purchasing Policy	Date Revised: 10/12/2017	Page
<p>9. Opportunity shall be provided to all responsible suppliers to do business with the library. The Director shall develop and maintain lists of potential bidders for various types of materials, equipment and supplies. Such bidder's list shall be used in the development of a mailing list for the distribution of specifications and invitations to bid.</p> <p>10. The Director shall ensure that the specifications for items purchased do not restrict competition or otherwise preclude the most economical purchase of the required items. If an item is determined to be a single source item, proof of the single source availability must be submitted to the Board of Trustees with the request to purchase.</p> <p>11. When a low bidder proposes an alternate as "an equal" to that specified, it is the responsibility of the Director to provide the necessary information to assist the Board of Trustees in determining whether the proposed substitution is, in fact, equal.</p> <p>12. No Board member, officer or employee of this library, or their families, shall be interested financially in any contract entered into by the Board. <u>Financial interest shall mean ownership of, director or trustee of, or investor in a business, but shall not include an hourly or salaried employee unless such employee would derive a bonus from the proposed purchase.</u> This shall also preclude acceptance of any gratuities, financial or otherwise, except as specified in the Ethics Policy, by library employees and Trustees, from any supplier of materials or services of the library.</p> <p>13. Competitive bidding is not required for the procurement of professional services which involve specialized skill, training and expertise, or the use of professional judgement. In these specific cases, a Request for Proposal will be sent to two or more providers of the specified service. The Board of Trustees will make the final decision as to acceptance of a provider.</p> <p>14. Specific items listed and approved in the annual budget (i.e. computers, playground equipment, furniture, etc.) are listed for planning purposes only. A request for the purchase of these items must be presented to and approved by the Trustees prior to the issuance of a purchase order for the items.</p>		
Revision Approved by Board: 10/12/17		