

Lisle Free Library
Daily Operations
Policy I-D “Procurement Policy”

Effective Date: 9/4/2014

Application: Staff, Trustees

Statement of Purpose: The goals of the Procurement Policy are to assure the prudent and economical use of library moneys to facilitate the acquisition of goods and services of maximum quality for the lowest possible cost under the circumstances and to guard against favoritism, improvidence, extravagance, fraud, and corruption.

Policy:

Methods: Prudence requires minimum standards for purchase of goods and services for the library. Written requests for proposals, written quotations, verbal quotations, and bid contracts are methods which further the purposes of this policy. For purposes of the policy, the following standards shall apply:

<u>Estimated Amount of Purchase</u>	<u>Pre-Purchase Requirements</u>
\$0 - \$999	None
\$1,000 - \$9,999	2 Written Quotations
\$10,000 - \$14,999	3 Written Quotations
\$15,000+	Formal Bidding Process Applies

Some purchases for over \$250.00 for goods or services required for maintenance and upkeep of the library property and billed on a monthly basis such as electricity and fuel, may be authorized by the Board of trustees with a one-time annual authorization.

Before any purchase is made or debt incurred, a report shall be given to the Board of Trustees on what actions have been taken to determine the best price and product to be purchased. The Secretary shall document the report in the minutes or attach a written report to the minutes as prepared by the person making the report. The Board will then make a determination to continue with the purchase, the vendor for such purchase and the reasons the award for purchase furthers the goal of this policy. The Secretary will document the determination and the reasons.

Purchase order may be used where the vendor requires same or when the Board determines that purchase order will best further the goals of this policy. A purchase order is a formal requisition, to be signed by the Board President, which permits encumbering library funds prior to the actual purchase, identifies the specific product, documents a specific number identifying the authorized purchase and guarantees payment to the vendor.

Request for Proposal (RFP): When written quotations or bidding is required by this policy, the Board of Trustees may issue a Request for Proposal (RFP) to multiple vendors or contractors. The RFP will describe the result the Board needs and the vendor or contractor will be required to

furnish a detailed proposal to produce said result including itemized costs involved. A statement of the duration of the proposal will be required. The proposal must be signed by an officer or owner of the company providing the proposal. The Board may interview any or all responding parties to clarify, add to, or subtract from the submitted proposal. The Secretary shall keep minutes of all such interviews. When a final proposal is selected, the Board will prepare a written contract with the vendor or contractor with the final proposal as the description of work to be performed or item to be purchased. The Board President will sign all contracts.

Professional Services: An exception to competitive bidding is professional services. Professional services include services rendered by attorneys, engineers, and other services requiring specialized or technical skills, expertise or knowledge, the exercise of professional judgement or a high degree of creativity. In addition, insurance coverage for fire, liability and worker's compensation is also not subject to competitive bidding requirements. One way to promote completion for professional services is the issuance of an RFP.

Claim Vouchers may be used for post purchase items such as travel reimbursement or emergency purchases. Claimants must document the goods or services provided or money spent, with receipts or other supporting information to verify the costs charged. An attestation under oath must state that the claim is true and appropriate. An attestation by the Board Chairman verifying that the goods or services have been received is required before the Treasurer pays the claim.

Purchase through Bidding: All purchases of \$15,000 or more will follow the bidding process as prescribe by General Municipal Law. For purchases which include a trade-in, the value of the trade-in is NOT deducted when determining the \$15,000 minimum required for bidding. Trade-in value will be deducted to determine the lowest bidder. The award will generally go to the lowest responsible bidder. The Board of Trustees will perform the due diligence necessary to determine if the bidders are sufficiently responsible to produce the results required by the ensuing contract.

In cases of public emergency, arising out of an accident or other unforeseen occurrence or condition whereby bidding or delay would jeopardize library property or the life, health, safety or property of others and require immediate action which cannot wait competitive bidding, then the bidding process will be by-passed. Determination of such an emergency can be made by any member of the Board of trustees.

When there is sufficient documentation to support the determination that there is only one source for a purchase that would otherwise meet criteria for bidding, then the bidding process will be by-passed.

Cooperative Purchasing: The Library may enter into cooperative purchasing arrangements with other libraries, government or commercial entities when the Board determines that such arrangements will enhance its purchasing power, simplify its purchasing procedures and comply with all bidding and other requirements of this policy.

All purchases not requiring a contract will be purchased by the Purchasing Agent designated in this policy with the following exception: The Board may designate a board member or the

Library Director to purchase specific items. Such designations will be documented in the meeting minutes. The Treasurer will be directed to furnish Purchase Orders, a Library Check or a Library Debit Card for all such purchases. All purchases will be made from reputable vendors approved by the Board and will be billed directly to the Lisle Free Library.

Purchasing Agent: The Board appoints _____, as purchasing agent for the Library.

Revisions and Amendments: The policy will be reviewed and updated or amended every two years or any time a new purchasing agent is appointed.

Responsibility: Library Board of Trustees

Approved: 9/4/2014 by the Lisle Free Library Board of Trustees

Revised: 9/4/2018 by the Lisle Free Library Board of Trustees

Reviewed By/On: Board of Trustees