

Purchasing Policy

Purpose

The Library Board has established this policy to govern the purchase, rental or lease of equipment, supplies, materials, and services, as well as the construction, alteration, repair or maintenance of real or personal property. As a steward of public funds, the Library shall make purchases that provide the greatest economic advantage and return on investment.

Regulations

1. The Library Director shall be the chief purchasing agent of the Library and is responsible for the library-wide purchasing function. The Library Director may delegate authority to other staff members to make purchases within their respective budgets as necessary.
2. All purchases shall be made within the legal requirements of the laws of Michigan and of the United States.
3. Unless availability of services or goods require, the Library will not knowingly purchase or accept bids to purchase goods or services from:
 - a. Library board members
 - b. Library employees
 - c. Spouses of the above individuals
 - d. Firms or enterprises in which any of the above individuals have a vested interest involving ownership, partnership, sales commission, or other direct and immediate gain resulting from such purchases.
4. Purchases greater than \$3,000 of a single item must be approved by the Library Director.
5. Purchases greater than \$10,000 but less than \$25,000 must be based on a minimum of three quotes and approved by the Library Director.
6. Purchases of \$25,000 or greater will follow a competitive bidding process using a request for quotation or request for proposal as appropriate. All purchases, contracts, and expenditures of Library funds shall be awarded to bidders considering conformity with specifications, competitiveness of bid, terms of delivery, quality, value, previous work performed for the Library, and serviceability. Preference will be given to purchasing from businesses in the Library's legal service area when total cost, quality, and timeliness of delivery are comparable.
7. Purchases of \$25,000 or greater shall be brought to the Library Board for final approval.
8. Competitive bidding is not required under the following circumstances:
 - a. Where the services required are for professional skills.
 - b. In emergencies involving public health, public safety, or where immediate expenditure is necessary.
 - c. Contracts for the maintenance or servicing of equipment which are made with the manufacturer or authorized service agents of that equipment.
 - d. Where the goods or services are procured from another governmental agency or through a library cooperative program in which prices have been previously determined by competitive bidding.
 - e. Purchases and contracts for the use, purchase, or installation of proprietary software.

- f. Contracts which by their nature are not adapted to award by competitive bidding.
 - g. For similar purchases from a vendor that has won a competitive bidding process from the Library within the past two years so long as the price has not increased substantially.
 - h. If a contractor is providing an ongoing service to the Library's satisfaction and as long as the annual increase does not exceed 2%; such services shall be put out for bid at least every 4 years.
 - i. From major Library vendors that are supplying proprietary computer hardware and software, books, audiovisual materials, electronic and periodicals subscriptions, and other items intended for checkout.
9. All contracts \$50,000 or greater shall be sent to the Library's attorney for review before signed by the Library director or their designee. Other contracts may be reviewed by the attorney at the Library Director's discretion.
10. In the event of an emergency, the Library Director (or designee) and the Library Board President will meet to discuss the purchase in question. Should the Purchasing Policy need to be circumvented due to the circumstances surrounding the emergency, a written justification of the nature of the emergency and the selection of the vendor shall be submitted to the Library Board and shall become part of the record for the purchase.
11. Because the purpose of the Library as a Public Library is to use taxpayer provided funds for Library services only, such funds may not be distributed to any other charitable purpose.
12. If the Library Director deems property to be obsolete, surplus or salvage and is no longer needed for Library or public purposes, the property may be offered for sale except as restricted by law. The Library Director or their designee may sell individual pieces of property not exceeding \$5,000 in value or \$25,000 in total. Property with a value of \$5,000 or greater may be sold after approval of the sale has been given by the Library Board. If property remains unsold after reasonable attempts to obtain cash for the item, it may be donated or discarded.

Peter White Public Library Board of Trustees
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Updated: