

PROCUREMENT POLICY - PURCHASING PROCEDURES

a. Purchases through or from State Contracts, County Contracts, Municipal Agreements, Cooperative Purchasing Agreements, Corcraft (New York Prison System), Industries for the Blind, or Industries for the Disabled, surplus and second hand supplies, materials, and equipment purchased from the Federal Government, the State of New York or any of its political subdivisions

b. All other purchases—

The following procedures shall be utilized for purchases and contracts:

1) Purchases as per paragraph “a” above do not require quotations.

2) Purchases Under \$250: When a purchase as per paragraph “a” above is not feasible, no quotations shall be required;

3) Purchased Between \$250 to \$1,000: When a purchase as per paragraph “a” is not feasible, a minimum of three must be solicited for each such purchase and attached to the purchase requisition when it is submitted to the Director’s office for approval. Verbal quotations shall be written on a form provided for this purpose by the Director. Written quotations shall also be contained on a form. In either case, the following information shall be provided:

1. The name, address, and telephone number of the vendor;
2. The name of the contact person at the vendor;
3. The item(s) to be purchased, specifying (at least) the quantity, brand name, and model number;
4. The unit price of each item, the extended price, and the total price of the order.

4) Purchases Greater than \$1,000: When a purchase cannot be made as per paragraph “a”, a minimum of three (3) written quotations shall be solicited.

5) Emergency Purchases: When the need for the procurement of goods or services arises out of an unforeseen occurrence or condition, whereby circumstances affecting public buildings, public property, the life, health, safety or property of the inhabitants of a political subdivision, are involved, the Board of Trustees shall pass a resolution declaring an emergency, prior to the purchase, if feasible. Thereafter, the Board may make emergency purchases, without obtaining price quotations.

6) Insurance: The Board of Trustees recognizes its obligation to the taxpayer to adopt procurement practices which will obtain the best insurance coverage for the lowest possible cost. Therefore, the Director shall solicit competitive quotations on insurance coverage.

c. Lowest Responsible Bidders:

Bids must be awarded to the lowest responsible bidder whose product or service meets or exceeds specifications.

Procedure for accepting other than lowest:

The Director shall provide written justification and documentation for contracts awarded to other than the lowest bidder. This information should become part of the bid file. The following shall be considered by the Board in making such awards:

1. The vendor's inability to provide items as specified.
2. Inability or failure to deliver materials or services in a timely fashion as required by the bid documents.
3. The substitution of alternate items for those bids without informing the Director, whether or not such substitutions are equal to or better than the item specified.
4. Varying in any way from prescribed procedure and/or specifications for the performance of the subject service or contract, without the expressed permission of the Director.
5. Products, which do not meet the Library's standards as, determined through its own testing and evaluation procedures, whether conducted in-house or using third-party analysis/testing.
6. Failure to provide independent testing documentation that substantiates whether substitute equipment or products meet or exceed bid specifications.
7. The past performance and/or reliability of the bidder.
8. The failure or difficulty of the bidder in providing proper certificates of insurance or performance bonds, when required.
9. Use by vendors or subcontractors that provide inferior products or services.
10. Failure to provide adequate references, and/or loss of certification from material suppliers as a qualified installation contractor.
11. Failure to provide samples of alternate bid items when requested.

The Library Director shall maintain accurate and complete records regarding the performance of any contractor/vendor. Consultation with the Board's legal counsel is recommended if the lowest bidder is not selected, prior to award.

d) Professional Services Contracts:

It is within the discretion of the Board of Trustees to award professional services contracts based upon the following factors:

- Continuity of service
- Confidentiality of service
- Cost effectiveness of the service
- Confidence in the expertise of the provider of the services being rendered
- Knowledge of the Library's needs
- Ability to meet the Library's needs on a timely basis

The Board of Trustees may also determine from time to time that it may be in best interests of the Library to solicit Requests for Proposals for professional services.

e) The Board of Trustees shall review and reaffirm or amend, a Procurement Policy and Procedures on an annual basis at the reorganization meeting.

Approved by Board of Trustees: August, 2008
Amended: June 2010