



## **MENDON PUBLIC LIBRARY PROCUREMENT POLICY**

This general policy regarding procurement of goods and services is in accordance with the Town of Mendon Procurement Policy adopted to satisfy the requirements of Section 104-b of the General Municipal Law.

NOW, be it RESOLVED that the Board of Trustees of the Mendon Public Library does hereby adopt the following procurement policy in place of any previously adopted policies or customs which is intended to apply to all goods and services which are not required by law to be publicly bid.

### **PROCUREMENT POLICY FOR THE MENDON PUBLIC LIBRARY**

1. Every purchase made will be initially reviewed to determine whether it is a purchase contract or a public works contract. Once that determination is made, a good faith effort will be made to determine whether it is known or can reasonably be expected that the aggregate amount to be spent on the item of supply or services is not subject to competitive bidding taking into account past purchases and the aggregate amount to be spent in the year. The following items are not subject to competitive bidding pursuant to Section 3 of the General Municipal Laws: purchase contracts under \$10,000 and public works contracts under \$20,000; emergency purchases; goods purchased from agencies for the blind or disabled; goods purchased from correctional institutions; purchases under State and county contracts; and surplus and second-hand purchases from another governmental entity.

The request that a purchase not be subject to competitive bidding will be documented in writing, submitted to, and approved by the Mendon Public Library Board of Trustees (hereinafter referred to as "Board"). This documentation may include written or verbal quotes from vendors, a memo from the Board indicating why the purchase is not subject to competitive bidding, a copy of the contract indicating the source which makes the item or service exempt or a memo from the Board detailing the circumstances which require an emergency purchase.

An emergency purchase shall be made only upon the written authorization of the Board. (An exception to the competitive bidding requirements exists for emergency situations). There are three basic statutory criteria to be met in order to fall within this exception. These are that (1) the situation arises out of an accident or unforeseen occurrence or condition; (2) library buildings, library property or the life, health, safety or property of the library's employees or patrons is affected; and (3) the situation requires immediate action which cannot await competitive bidding. Even when the Board passes a resolution that a library public emergency exists, the public interest dictates that purchases are made at the lowest possible costs, seeking competition by informal solicitation of quotes or otherwise, to the extent practicable under the circumstances. Verbal quotes shall be documented by the Board's Corresponding Secretary to include the name of the vendor, name of individual issuing the quote, the date of the quote, the amount, and any other information the Board deems necessary.

2. All goods and services, except those goods and services purchased through a County or State contract, from agencies of the blind or disabled or from correctional institutions, will be secured by use of written requests for proposals, written quotations, verbal quotations, or any other method that assures that goods will be purchased at the lowest price and that favoritism will be avoided.

3. The following method of purchase will be used in order to achieve the highest savings except purchase contracts over \$10,000 and public works contracts over \$20,000, goods purchased from agencies for the blind or disabled, goods purchased from correctional institutions, or purchases under State and County contracts.

<u>Amount of Purchase</u>	<u>Method</u>
Up to \$499	The Library Director
\$500 - \$1999	Two verbal quotations
\$2000 - \$7999	Three written quotations
\$8000 - \$9999	Written requests for proposals
\$10,000 - \$19,999 (for pub. works)	Written requests for proposals

A good faith effort shall be made to obtain the required number of quotations or proposals. If the Board is unable to obtain the required number of quotations or proposals, the Board will document the attempt made at obtaining the quotations or proposals. But, in no event, shall the failure to obtain the quotations or proposals prevent the procurement.

4. For purchases of \$500 or more, documentation is required of each action taken in connection with each procurement. Such documentation will be approved by the Board.

5. Documentation or explanation is required whenever a contract is awarded to other than the lowest responsible offeror. This documentation will include an explanation of how the award will achieve savings. The Board will be responsible for determining if the offeror is responsible, reliable, and dependable. The Board must approve of the award before awarding such contract.

This policy shall be reviewed annually.