

Bethlehem Public Library

Purchasing Policy

Policy adopted the by Board of Trustees December 15, 2008

Bethlehem Public Library has established this purchasing policy to comply with General Municipal Law §104-b.

General

Only the Library Director, or another agent designated by the Board of Trustees, may commit the library to purchases. With a few exceptions and for purchases requiring action to secure the immediate safety of the staff and public, all purchases require advance planning and the proper preparation of a purchase order.

It is the responsibility of each department head to secure the appropriate bids or to investigate alternative suppliers to ensure the most economical purchase of required items. The Library Director shall have the final authority on all purchase decisions.

Bids

The Board of Trustees establishes the following policy related to bids.

Library Materials

Books, magazines, audio-visual, and other materials intended for patron use are generally purchased from vendors offering a state contract or volume discounts. Materials available only from the publisher are generally purchased with little or no discount. Purchases of library materials are generally not subject to competitive bidding regulations.

Other Purchases

The following schedule is for purchases involving the acquisition of materials, supplies, or equipment for which there are stated prices and sufficient budget appropriations. Catalogs or price lists may be substituted for verbal or written quotes. If the item is offered under state contract and the price is equal to or less than the state contract price, no quotes are required.

Up to \$2,000	Discretion of the Library Director
\$2,000-\$5,000	Minimum of three documented quotes or a documented reasonable alternative approved by either the Board President or the Board Treasurer prior to purchase and reported to the Board of Trustees
\$5,000-\$10,000	Minimum of three written quotes or a documented reasonable alternative approved by the Finance Committee prior to purchase and reported to the Board of Trustees
Over \$10,000	Formal bid process

Public Works

The following schedule is for public works projects involving services, labor, or construction. Prevailing wage regulations apply to all public works projects.

Up to \$2,000	Discretion of the Library Director
\$2,000-\$5,000	Minimum of three documented quotes or a documented reasonable alternative approved by either the Board President or the Board Treasurer prior to purchase and reported to the Board of Trustees
\$5,000-\$10,000	Minimum of three written quotes or a documented reasonable alternative approved by the Finance Committee prior to purchase and reported to the Board of Trustees
\$10,000-\$20,000	Minimum of three written quotes approved by the Board of Trustees prior to purchase
Over \$20,000	Formal bid process

Items Not Subject to Bid

- Professional services which involve specialized expertise, use of professional judgment and/or a high degree of creativity, such as: attorney, architect, engineer, land surveyor
- Emergencies arising from 1.) an accident or other unforeseen occurrence, 2.) a situation in which public buildings, property, or residents are at risk, or 3.) immediate action is required that cannot await competitive bidding
- State contracts which are regulated by the Office of General Services.
- Sole-source purchases which may occur when there is no substantial equivalent, or when the product is available from only one source and is deemed necessary to the public interest

A memo to the file should be made which details why the procurement is not subject to competitive bidding.

Purchase Orders

The Library Director, in consultation with the library's auditors and with their approval, shall be responsible for establishing procedures for the proper and cost-effective preparation of purchase orders.

Appropriations

All purchases will have a budgetary appropriation. All budgetary transfers will be reported to the Board of Trustees and their approval documented.

Financial Reporting

The Library Director shall have the authority to pay all claims made for purchases and report such activity to the Board of Trustees on a monthly basis.

Unintentional Failure to Comply

The unintentional failure to fully comply with the provisions of General Municipal Law, §104-b shall not be grounds to void action taken or give rise to a cause of action against the Bethlehem Public Library or any officer or employee thereof.