

BETHLEHEM PUBLIC LIBRARY

PURCHASING POLICY

Policy adopted the by Board of Trustees December 15, 2008

Policy revised September 13, 2010

Policy revised August 10, 2015

Policy revised September 9, 2024

The Board of Trustees views purchasing as serving the educational goals and mission of the Library by providing supplies, equipment and related services. Only the Library Director or another agent designated by the Board of Trustees may commit the Library to purchases.

The General Municipal Law requires that purchase contracts for materials, equipment, and supplies involving an estimated annual expenditure exceeding \$20,000 and public work contracts involving an expenditure of more than \$35,000 will be awarded only after responsible bids have been received in response to a public advertisement soliciting formal bids.

Purchase contracts and public works contracts subject to competitive bidding will be awarded to the lowest responsible bidder. However, the board authorized that purchase contracts may be awarded on the basis of best value, as defined in law.

Exceptions

Competitive bidding, even if the dollar value of the purchase meets the threshold established above, is not required in the following circumstances:

- In emergencies where time is a crucial factor
- Procurements for which there is no possibility of competition (sole source items)
- Professional services that require special skill or training

Goods and services that are not required by law to be procured by the Library through competitive bidding will be procured in a manner so as to ensure the prudent and economical use of public monies, in the best interest of the taxpayers, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances, and to guard against favoritism, improvidence, extravagance, fraud, and corruption.

Statutory exceptions from obtaining quotations and proposals in accordance with this policy:

- Articles manufactured in state correctional institutions
- From agencies for the blind and severely disabled
- Under a state contract
- Under a county contract
- Under a contract of another political subdivision

Bid selection

Suppliers whose place of business is situated within the Library district may be given preferential consideration only when bids or quotations on an item or service are identical as to price, quality, and other factors. Purchase will be made through available cooperative BOCES bids, state contracts of the Office of General Services or country contracts whenever purchases are in the best interest of the Library.

The Library will provide justification and documentation of any contract awarded to an offeror other than the lowest responsible dollar offeror, setting forth the reasons why such award is in the best interest of the Library and otherwise furthers the purposes of section 104-b of the General Municipal Law.

The Library Director with the assistance of the procurement specialists shall be responsible for the establishment and implementation of the procedures and standard forms for use in all purchasing and related activities. Such procedures shall comply with all applicable laws and regulations of the state and commissioner of education.

No board member, officer or employee of the Library shall have an interest in any contract entered into by the Library, as provided in Article 18 of the General Municipal Law.

The unintentional failure to fully comply with the provisions of section 104-b of the General Municipal Law or Library policies regarding procurement will not be grounds to void action taken nor give rise to a cause of action against the Library or any officer or employee of the district.

It is the goal of the Board to purchase competitively, without prejudice or favoritism, and seek the maximum value towards the Library's mission for every dollar expended. Competitive bids or quotations shall be solicited in connection with purchases pursuant to law.

Purchases

Up to \$14,999 – Discretion of the Director.

\$15,000-\$20,000 – Requires three written quotes. Purchase with prior permission by the Board President and Board Treasurer and reported to the Board of Trustees at the following meeting.

Over \$20,000 – Formal bid process except as provided under this policy and law.

Public Works

Up to \$14,999 – Discretion of the Director.

\$15,000-\$35,000 – Requires three written quotes. Purchase with prior permission by the Board President and Board Treasurer and reported to the Board of Trustees at the following meeting.

Over \$35,000 – Formal bid process.

The Director, Treasurer, Business Manager and Procurement Specialists shall maintain clear internal procedures to facilitate compliance with this Purchasing Policy.