

PURCHASING

The Library is committed to purchasing materials, supplies, equipment and services in a cost efficient manner. Quality of the product and/or service must be balanced with careful evaluation of price quotations and competitive bids, when required. The Library intends to comply with the New York State Competitive Bidding Law, and conform to all applicable federal, state, and other legal requirements. Once an expenditure is determined to be a purchase or public works contract, a good faith effort will be made to determine whether it is known or can reasonably be expected, taking into account past purchase and the aggregate amount to be spent in a year, that the aggregate amount spent will rise to the level of required competitive bidding.

The Library shall comply with General Municipal Law (GML) Section 103 as it relates to the solicitation of competitive bids for purchase contracts that exceed \$20,000 and contracts for public works that exceed \$35,000, including, as provided in GML Section 103(16), the option for the Library to make purchases or let contracts through the use of a contract let by the United States of America or any agency thereof, any state or any other county or political subdivision or district therein if such contract was let in a manner that constitutes competitive bidding consistent with New York State law and made available for use by other governmental entities.

The Library's policy for purchase of goods and services below the GML requirements is intended to ensure the prudent and economical use of public funds in the best interests of the taxpayers, to facilitate the acquisition of goods and services of maximum quality at the lowest cost under the circumstances and to guard against favoritism, improvidence, extravagance, fraud and corruption. This will entail the use of obtaining quotations for varying levels of expenditure, for either one time purchases or aggregate annual amounts reasonably expected to be spent for similar products or service. These detailed requirements are outlined in the Library's Purchasing Procedures.

In addition, alternative proposals or quotations will not be required under the following circumstances:

1. Goods purchased from agencies for the blind and severely handicapped; from correctional institutions;
2. Goods and services procured from New York State or Suffolk County.
3. Professional service or services requiring special or technical skill, training or expertise. The individual or company must be chosen based on accountability, reliability, responsibility, skill, education and training, judgment, integrity and moral worth. Professional and technical services will include, but are not limited to the services of: attorneys, physicians, engineers and/or architects preparing plans, maps and estimates; insurance agents and/or brokers; printing that involves extensive writing, editing, or art work; and computer software designers or programmers of customized programs or services.

4. Emergency purchases where seeking alternate proposals may threaten life, health, safety or welfare of the staff or visitors. This does not preclude alternate proposals if time permits.

5. Sole source suppliers, such as patented goods or services or public utility services. The unique benefits of the item to be purchased or service to be rendered should be documented, together with an assurance that there is no substantial equivalent.

Purchases of surplus and/or second hand goods. If alternate proposals are required, the Library is precluded from purchasing surplus and/or second hand goods at auction or through specific advertised sources where the best prices are usually contained, since surplus and/or second hand goods may indicate an older product.

Under ordinary circumstances, contracts shall be awarded to the lowest responsible bidder. The Library reserves the right to determine whether or not a bidder is deemed "responsible".

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 interests of the Library and otherwise furthers the purposes of the General Municipal Law.

No Trustee, Officer, Administrator or Staff Member shall have an interest in any contract entered into by the Board, as provided in Article 18 of the General Municipal Law.

The Director may approve purchases and/or written contracts up to \$5,000.00. In such a case, the Director will promptly notify the Board in writing of the contract, the vendor, the amount and the services or goods procured. A purchase or contract that exceeds \$5,000.00 must be presented to the Library Board of Trustees for its approval at a duly convened public meeting.

In the case of a serious emergency that threatens safety or the ability of the Library to stay open for the public and if calling an emergency meeting of the Board of Trustees is not practical, the Director is authorized to take necessary action, the cost of which shall not exceed \$25,000.00. In such a case, the Director will promptly notify the Board and this emergency authorization must be reported at the next meeting of the Library Board of Trustees.

It is the Library's responsibility to exercise control over purchasing through use of written purchase orders, where applicable, and/or executed contracts. The Library

Director shall establish procedures for approval of purchases consistent with this policy. The Library Director, or appointed designee, is responsible for the signing and maintenance of purchase orders and contracts. Details requiring the use of these documents are described in the Library's Purchasing Procedures.

The Library has established procedures for invoice approvals. Such requirements, as outlined in Purchasing Procedures, may include approval from department heads, the Business Manager, and in all cases, the Director and a member of the Board.

The Business Office is responsible for providing a properly supported invoice for check signing. Proper support includes necessary approvals, attachment of purchase orders, and evidence of receipt of goods, where applicable.

All Library checks in the amount of \$1,000.00 or more, with the exception of payroll, must bear the actual signature of at least two of authorized signers approved each year at the Reorganization meeting of the Board of Trustees. Any of the following persons may be an authorized signer: Library Treasurer, Library Director, up to 2 named members of the Library Board of Trustees.

A member of the Library Board will review and approve all invoices prior to the Library Board meeting.

This policy will be reviewed periodically in consultation with those parties the Board may deem appropriate.

The unintentional failure to fully comply with the provisions of the General Municipal Law or the Library's policies regarding purchasing will not be grounds to void action taken, nor does such a failure give rise to a cause of action against the Library or any officer or employee thereof.

Policy 800-40
Adopted 3/10/08
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