

PROCUREMENT POLICY

- I. All products and services purchased by the Library require a signed purchase order and/or service contract. The Library Director is responsible for signing and maintaining all purchase orders and contracts. The Library Director may delegate portions of that duty to appropriate staff.

- II. All library purchases will be made in a lawful manner. Purchases that must by law be made through the competitive bidding process are to be made through that process.
 - a. The competitive bidding threshold under General Municipal law for contracts for public works is \$35,000.00 and the threshold for purchase contracts is \$20,000.00.
 - i. Under certain circumstances, according to municipal law, competitive bidding may not be required. These reasons include: emergencies, buying off current New York State Contract, leases, professional services and sole source procurements. Under such circumstances the Library Director would make a recommendation for purchase to the Board of Trustees and present the reasons why bidding is not required.

- III. Non-Bid Procurements
 - a. The Library Director or such designee as may be appointed is authorized to enter into purchase contracts and public work contracts on behalf of the Library valued at less than \$10,000.
 - i. For purchases that exceed \$2,500 but are less than \$10,000, the Library Director should have a total of two quotes or buy off current NYS Contract.

 - b. For any purchase that exceeds \$10,000 the Library Director should have a total of three quotes or buy off current NYS Contract. These purchases will also require approval from the Board of Trustees.

 - c. In the event of a serious emergency that threatens safety or the ability of the library to stay open to the public, the Library Director is authorized to take necessary action, the cost of which shall not exceed \$25,000, if calling an emergency meeting of the Board of Trustees beforehand is not practical.

 - d. A contract should not automatically be renewed. A review of the past year's performance should be acknowledged before renewal.

Policy 900-50

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