



# **Carbon County Library System**

## **Purchasing and Procurement Policy**

The Board of Directors of the Carbon County Library System has established this purchasing and procurement policy to govern the purchase of goods and services for the library system with the primary objective of maximizing the value of public funds.

Operating under the framework of the annual approved budget, the Executive Director is responsible for the system-wide purchasing function and shall have the authority to delegate powers to staff for purchasing items when necessary. Any authorized persons are required to coordinate their purchasing with the Director.

As the Carbon County Library Board has financial oversight for the Carbon County Library System, the library Director will present all financial transactions to the Library Board for review and approval. Utility services telecommunications, and debit card purchases may be structured as electric fund transfers paid before board meetings. Proof of payment will be submitted at the following board meeting.

The Executive Director or appointed representative is authorized to move money between accounts to ensure sufficient funds are available for purchasing.

The Carbon County Library System's name shall NOT be utilized for personal use to receive or request discounts.

Products or services purchased with grant funding may not be applicable to this policy. If the grant agreement calls for other requirements, those would supersede this policy.

For any reason whatsoever and at its sole discretion, the Board may elect to waive the bidding process, either informal or formal, for purchases of goods and services and contract services if it feels that there is good cause for waiving the procurement policy and it is in the best interest of the system. This should only be done after sufficient explanation from the Director or and should be made part of the record of a regular or special Board meeting.

## **Competitive Bidding**

Products or services valued under \$4,999 may be purchased or contracted without competitive bidding and must have full board approval.

For all materials and services not subject to competitive bidding, the library will solicit at least three bids or quotations for public works and purchase contracts. Such price quotes will be based on the following criteria:

The Library Director shall compare prices from as many responsible suppliers of the goods or services required as is practical, and shall purchase from that supplier where total costs are lowest, when quality and timeliness of delivery are comparable. Preference will be given to purchasing from local businesses when total cost, quality and timeliness of delivery are comparable.

Products or services valued at or above \$5,000 shall be purchased through either informal or formal competitive bidding processes at the discretion of the Director by soliciting a minimum of three bids and must have full board approval.

All purchase contracts in excess of \$20,000 and all service contracts in excess of \$35,000 must be subject to a formal bidding process.

Invitations to bid must include, but not be limited to scope of work, date and time deadline for submission of bid, criteria for selection and a contact name and phone number, and must be advertised as required by law. Advertisement in applicable trade magazines and/or newspapers is strongly encouraged when appropriate.

Bid specifications shall include, but not be limited to: budgeted cost, required delivery, warranty, standards for service and availability of parts, and other pertinent requirements. Specifications shall also include the language that “Carbon County Library System reserves the right to accept or reject any or all bids, to negotiate any items in the best interest of the County, and to accept the bid deemed in its best interest.

A documented evaluation of bids shall be maintained for a period of one year. If the purchase is made with grant funds, the retention schedule for that grant shall be used. Evaluation criteria should include demonstrated understanding of scope of project, qualifications to perform service, warranty terms, availability of local service and/or parts, ease of service and/or anticipated costs to obtain service, cost basis (lump sum, cost-plus on time/material, guaranteed maximum, or other), references of provider and years in business, ability to meet time requirements, adequate insurance, bonding capability if applicable and terms of payment.

Under normal circumstances, contracts shall be awarded based on board examination and approval, and will be awarded based on how they meet the needs of the library and their project. Carbon

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### **Bidding Exceptions**

- a. Where the goods or services to be procured are economically procurable from only one source
- b. When the Board of Directors determines in writing that competitive sealed bidding is not feasible or practical
- c. Where the services required are for professional skills. Professional services such as an auditor, attorney, architect or engineer, which involve specialized expertise, use of professional judgment, and/or a high degree of creativity
- d. In emergencies involving public health, public safety, or where immediate expenditure is necessary
- e. Contracts for the maintenance or servicing of equipment which are made with the manufacturers or authorized service agents of that equipment
- f. Where the goods or services are procured from another governmental agency or through a library cooperative program in which prices have been previously determined by competitive bidding
- g. Purchases and contracts for the use, purchase, or installation of proprietary software
- h. Contracts which by their nature are not adapted to award by competitive bidding, contracts for utility services such as water, light, or heat.

### **Emergency Purchases**

An emergency is defined as an unforeseen combination of circumstances or the resulting state that calls for immediate action where the failure to do so would be a detriment to the safety of the library, its employees and patrons.

In the event of an unanticipated or emergency circumstance where repairs must be made immediately, such purchases or contracts may be made based on availability of a qualified provider. The Library Director may authorize up to \$5000 for the purpose of addressing an emergency without prior board action. Written notice of such procurement shall be given to the Board as soon as possible.

It is the policy of the CCLS to maintain and practice the highest possible standards of business ethics, professional courtesy and competency in all of its transactions in a manner that ensures open competition and provides equal opportunities for vendors.

The library system and the library Board strive for financial transparency. All financials are available for further inspection.