

Lima Public Library Purchasing and Procurement Policy

PURCHASING

The Library Manager serves as purchasing agent for the library. Purchases made for the Lima Public Library will be made in compliance with the Lima Public Library's Procurement Policy and New York State General Municipal Law (GML) and Statutes. All purchases will be reviewed and authorized for payment by the Lima Public Library Board of Trustees with regular monthly vouchers/abstracts.

Procurement Policy

It is the policy of the Lima Public Library to obtain the maximum practical value when purchasing goods and services required for the effective operation of the library consistent with NYS GML and NYS statutes. Lima Public Library requires competitive bids for certain items and services to keep costs at a minimum; to give interested qualified suppliers an equal opportunity to supply goods and services to the Lima Public Library; and, to guard against favoritism, extravagance and fraud, waste and abuse. This policy sets forth the provisions to ensure compliance with applicable GML.

1. Procedures for Determining Whether Procurements are Subject to Bidding

Every purchase made will be reviewed to determine whether it is a purchase contract or a public works contract. Once that determination is made, a good faith effort will be made to determine whether it is known, or can reasonably be expected, that the aggregate amount to be spent on the item of supply or service is not subject to competitive bidding, taking into account past purchases and the aggregate amount to be spent in a year.

The following are not subject to competitive bidding pursuant to 103 of GML:

1. Purchase contracts under \$20,000 and public works contracts under \$35,000;
2. Emergency purchases;
3. Goods purchased from agencies for the blind or severely handicapped;
4. Goods purchased from correctional institutions;
5. Purchases under state and county contract or Town/Village
6. Surplus and secondhand purchases from another government entity.

2. Methods of Competition to be Used for Non-Bid Procurements (Purchase Contracts or Public Works Contracts)

PURCHASE CONTRACTS:

The following method of purchase will be used in order to achieve the highest savings on non-bid procurements for any purchase under \$20,000:

Thresholds Procedure:

1. Up to \$3,500: Discretion of Library Manager.
2. \$3,501 to \$5,000: Two (2) written quotes or State contract or County contract
3. \$5,001 to \$19,999: Three (3) written quotes or State contract, County contract or or documented requests for a proposal

PUBLIC WORKS CONTRACTS (Construction)

The following method of purchase will be used for non-bid public works contracts under \$35,000.

Thresholds Procedure:

1. Up to \$3,500: Discretion of Library Manager.
2. \$3,501 to \$9,999: Two written quotes (email, fax etc.)
3. \$10,000 to \$34,999: Three written quotes (email, fax, etc.)

A good faith effort shall be made to obtain the required number of alternate proposals. If the Library is unable to obtain the required number of alternate proposals, the Library will document the attempt made at obtaining the proposals, but in no event shall the failure to obtain proposals be a bar to the procurement.

3. Documentation Required

Documentation of compliance with this policy or GML bidding requirements will be maintained by the Library Manager and in accordance with Records Mandate. Written quote documentation should include dates, description of items or services, price and name of contact. Written quotes should be provided to the Board of Trustees for the selection and approval of vendor services. Such documentation will be included with the Board minutes.

Purchase Orders will be created to formalize verbal purchases which will contain dates, vendor, the name of company contact, and price. Purchase orders will be retained with Vouchers and Abstracts and filed in accordance with established procedures.

4. Awards to Other than the Lowest Dollar Offer

Whenever any contract is awarded to other than the lowest dollar offer, the reasons that such an award furthers the purpose of GML, section 104-b, as set forth herein above, shall be documented by including specific facts and details of prior history or other criteria used to determine that it was not in the public interest to award to the lowest offer.

5. Items Excepted from this Policy and Procedures by the Board of Trustees

The Board of Trustees sets forth the following circumstances when, or types of procurements for which, in the sole discretion of this governing body, the solicitation of alternative proposals or quotations will not be in the best interest of the Lima Public Library:

1. Technical Services of an engineer engaged to prepare plans, maps or estimates.
2. Printing services involving extensive writing, editing or artwork.
3. Management of municipally owned property.
4. Computer software, services or equipment needed for specialized library software, server maintenance, data security or connectivity.

In addition, in the following situations, it is not in the best interests of the library to seek alternate proposals because of the time required and/or type of purchase:

1. Emergency purchases pursuant to 103 subdivision 4, of GML
2. Purchase of surplus and secondhand goods pursuant to 103 Subdivision 6 of GML
3. Purchases under \$3,500.

6. Insufficient Appropriations

No individual responsible for purchasing should order any goods or services for which there are no available funds in the budget/appropriation line for such purchase. If a budget modification is deemed necessary by the Library Manager to enable a purchase and it is submitted to the Board of Trustees for consideration, no order should be placed until the Board takes positive action on the budget modification request. The Board may decide not to take action on a requested budget modification in accordance with their authority and responsibility. Without adequate appropriations, there is no authority to make a purchase by ordering goods or services.

7. Credit Card Policy and Store Charge Account Policy

The Lima Public Library provides for restricted use of credit card and store charge card pursuant to the Lima Public Library's Procurement Policy to facilitate the daily operations of the Library System.

All purchases must be for Lima Public Library use and benefit only.

Neither the credit card nor any other store may be used for the purchase of personal items, alcoholic beverages or tobacco products.

The Lima Public Library Board of Trustees shall establish a monthly limit which the Manager may not spend beyond, unless given written permission by a Board member. The overage will be brought to the entire Boards attention at the next meeting with an explanation of the circumstances under which the purchase was required.

Procedure for Credit Card Use

The Lima Public Library has a credit card and store charge card to be used by the library manager.

All purchases and expenditures of Lima Public Library funds must be within approved budget guidelines. Library procurement procedures require the use of an invoice, receipt of goods or services, and subsequent payment from an invoice whenever possible. However, occasionally, purchases can only be made with the use of a credit card. The credit card is most frequently used for office supplies and program supplies.

Procedures for the use of Store Cards/Accounts

Lima Public Library has store accounts/cards with Amazon, Walmart, and Honeoye Falls Marketplace. The manager places all orders on the Amazon account primarily for supplies and videos. The Walmart card is used primarily for supplies and videos by the manager. Purchases for supplies and food/snacks for workshops/meetings are made by library manager using the store account at Honeoye Falls Marketplace.

Any and all use of store accounts and cards require itemized receipts/invoice. If the card is used for on-line purchases, the transaction confirmation page from the site is to be printed and submitted.

Refunds:

Refunds and exchanges must be credited back to the credit card. Under no circumstance shall cash be received for refunds and exchanges.

8. Surplus Policy

The disposal of obsolete and/or surplus items, such as technology, that are on the Lima Public Library inventory shall be disposed of as follows:

- The Manager will identify the items to be surplus and recommend disposition of the item to the board.
- The Board will act on the Library Manager's recommendations.
- If necessary, as in the case of technology, the Manager will create an updated inventory list.

Library materials, such as books and periodicals, are regularly weeded per the Manager's discretion with the help of library staff. Books are donated to the Friends of Lima Public Library. Periodicals are either recycled or provided for free to the public.

UNINTENTIONAL FAILURE TO COMPLY

The unintentional failure to comply fully with the provisions of GML section 104(b) will not be grounds to void action taken or give rise to a cause of action against the Lima Public Library or any officer or employee thereof.

Adopted: *March 21, 2018*