

AMITYVILLE PUBLIC LIBRARY
PROCUREMENT GUIDELINES POLICY

It is resolved by the Amityville Public Library Board of Trustees to adopt the following policy governing purchasing and delegation of purchasing authority.

I. PURCHASING RESPONSIBILITY

- A. The Director of the Amityville Public Library is responsible for administering the procurement function of the Library.
- B. The Director of the Amityville Public Library may delegate to appropriate individuals such authority as may be necessary to perform the purchasing function.

II. PROCEDURES

- A. The Amityville Public Library shall follow the provisions of New York State Law regarding public work and purchase contracts.
 - 1. Except as provided by law, e.g., emergency situations, all public work contracts in excess of \$20,000.00 and all purchase contracts in excess of \$10,000.00 shall be subject to competitive bidding.
- B. For public work and purchasing contracts which fall below the competitive bidding thresholds stated above, the following conditions shall apply:
 - 1. Whenever practicable, at least three price quotes for goods and services shall be obtained. Such price quotes may be either written or verbal.
 - 2. Goods or services procured from New York State, Suffolk County, Town of Babylon or other government unit shall be exempt from the comparative price quotes requirement stated in B-1 above.
 - 3. All contracts and purchases in excess of \$1,000.00 but not exceeding \$20,000 (contracts) or \$10,000.00 (purchases) shall be negotiated by the Director with Board approval. The Director shall present to the Board for consideration and approval prices and conditions of such negotiation.

4. All contracts and purchases of \$1,000.00 or less may be negotiated by the Director without Board approval if such expenditures are provided for and funds are available in the current budget. The Board will be informed of expenditures exceeding \$500.00.
 5. Under normal circumstances, contracts shall be awarded to the lowest responsible bidder. Circumstances under which the contract may not be awarded to the lowest responsible bidder may include, but are not limited to:
 - a. Vendor cannot guarantee delivery of goods or services within the time frame or under the conditions established by the Library;
 - b. Vendor's terms of payment are disadvantageous to the Library, e.g., full payment before commencement of work or delivery of goods;
 - c. Vendor cannot comply with the full specifications of goods or services as set forth by the Library;
 - d. Vendor's warranty for goods or services is deemed inadequate by the Library;
 - e. Vendor's after purchase support services are deemed inadequate by the Library.
 6. Supplies, services or construction normally supplied as a unit cannot be artificially divided for the sole purpose of using Procedures II, B-3 and 4.
- III. No purchase of goods or services shall be made from any vendor in which elected officials of the Library, i.e., the Board of Trustees, or the Library Administration, i.e., the Library Director, hold a full or partial interest.
- IV. This Procurement Guidelines Policy shall be reviewed annually.

Adopted February 17, 1993
Reviewed November 16, 2000