



Clinton-Essex-Franklin Library System

Purchasing Policy

Adopted by the Board of Trustees

August 23, 2010

**Revisions adopted by Board of Trustees on June 1, 2015*

This policy sets forth the principles and procedures that govern purchases of goods and services for the Clinton Essex Franklin Library System in compliance with General Municipal Law § 104-b and other applicable laws and regulations of the state and federal governments.

The Board of Trustees of Clinton Essex Franklin Library System is also adopting policies and procedures governing all purchases of goods and services which are not required by law to be procured under the competitive bidding process but which will be purchased in a manner that would assure the most economical and prudent use of public moneys.

Library Materials:

Purchases of library materials are generally not subject to competitive bidding regulations. Books, magazine subscriptions, audio and video and other library materials are generally purchased from vendors offering a state contract or volume discounts. Materials or database subscriptions available only from publisher or sold exclusively by one vendor are generally purchased with little or no discount.

Other purchases:

The following schedule is to be used for purchasing involving the acquisitions of commodities, supplies, or equipment for which there are stated prices and sufficient budget appropriations. Catalogs or price lists may be substituted for verbal or written quotes. If the item is offered under state contract and the price is equal or less than the state contract price, no quotes are required.

\$1-\$300	At the discretion of the Principal Account Clerk
\$301- \$2,000	at the discretion of the Director
\$2,001 - \$6,000	Confirming e-mail or fax quotes from at least 3 separate vendors. *CEFLS Board approval required (except for budgeted items in previously approved grant applications, Central Book Aid and Central Library Development Aid).
\$6,001 - \$9,999	Formal written quotes from at least 3 separate vendors. CEFLS Board approval required. *(except for budgeted items in previously approved grant applications, Central Book Aid and Central Library Development Aid).

\$10,000 and up	Sealed bids in conformance with Municipal Law § 103 CEFLS will determine the time and date of bid opening of sealed bids. CEFLS Board approval required.
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In accordance with Municipal Law § 103, CEFLS will retain proper documentation when the quote or bid is not awarded to the vendor giving the lowest price or in the event when the quota of minimum of three vendors is not met. Usually quotes and/or bids will be awarded to the lowest responsible and responsive vendor.

Items not subject to bid:

- Professional services which involve specialized expertise, use of professional judgment and/or high degree of creativity, such as: attorney, architect, engineer, land surveyor.
- Emergencies arising from an accident or other unforeseen occurrence.
- Situation in which staff members, public, property are at risk
- Situation when immediate action is required that cannot await competitive bidding.
- State contracts which are regulated by the New York State Office of General Services; any Clinton, Essex or Franklin County agency; any preferred source as defined by the State Finance Law: any other qualified Public Authority or qualified Public Benefit Corporation.
- Work or services by public utilities regulated by the New York State Public Service Commission, for which the rates charged to customers have been established in accordance with the provisions of the Public Service Law.
- Operating Leases. Documentation shall include written quotations and cost benefit analysis of leasing versus purchasing and maintenance costs.
- Insurance. Documentation shall include written quotations, specifications and awarding resolution.
- Sole-source purchases which may occur when there is no substantial equivalent, or when the product is available from only one source and is deemed necessary to public interest.
- Procurement, transfer, sale or exchange of goods or services between the Library System and other governmental entities or nonprofit organizations.
- Procurements made through county or state contracts, agencies from the blind or severely handicapped, manufactured in correctional institutions.

Documentation for Non-Bid Purchases:

- a. Written Quotations: Vendors should provide the date of the quotation, description of items or details of service, price and name of contact.
- b. Requests for Proposals: The Library System shall award contracts for professional services only after an appropriate number of professionals are contacted directly asking for submission of written proposals. Requests for proposals and evaluations will consider price and other options such as experience, staffing and suitability and may include negotiations on fair and equal basis.

Purchase orders:

All purchase orders have to be approved by the Principal Account Clerk. Purchase orders above \$100 will need to be approved by the Director.

The Director and an assigned Board Member reviews all invoices to be paid.

Annual Review:

The Board of Trustees shall annually review this policy and purchasing procedures. The Library System's Director shall be responsible for conducting an annual review of the purchasing policy and for an evaluation of the internal control structure.

Unintentional Failure to Comply:

The unintentional failure to comply with the provisions of General Municipal Law §104-b shall not be grounds to void action taken or give rise to a cause of action against the Clinton Essex Franklin Library System or any officer or employee thereof.