

DCLA PROCUREMENT POLICY

PURPOSE

DeWitt Community Library (“DCL”) is a free association library and does not constitute a political subdivision nor a district thereof and is not subject to the New York State General Municipal Law (“GML”).

Goods and services therefore are not required by law to be procured pursuant to the GML. Notwithstanding, the board of the DCL has determined to procure goods and services in a manner so as to assure the prudent and economical use of public moneys, in the best interests of the taxpayers; to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances; and to guard against favoritism, improvidence, extravagance, fraud and corruption. To further these objectives, the library board is adopting the following internal policies and procedures governing all procurements of goods and services.

Emergency services and goods that must be purchased immediately, the delay of which may threaten the life, health, and safety or welfare of the staff and/or public are exempt from bidding. For all other goods and services the following shall apply.

Procurement of Goods, Equipment and Service Contracts

This policy refers to all purchases exclusive of library materials and supplies, equipment and service contracts associated with the day-to-day operation and maintenance of the library, and library programs which are at the discretion of the Executive Director.

Purchases under \$2500 can be made at the discretion of the Executive Director after exercising due diligence.

Purchases over \$2,500

1. The Executive Director will create a specification sheet with respect to the proposed work or purchase. Such specification sheet should outline the scope of the proposed work or the specifications relative to the proposed purchase including but not limited to the costs associated with each.
2. The Executive Director must make a concerted effort to obtain three written bids. If one of the bids is delayed due to the negligence of the vendor, the Executive Director should choose from the two bids obtained.

3. The Executive Director selects one of the estimates based on quality, cost, availability (of contractor) and the needs of the library.
4. The Executive Director brings the decision to the Board for approval of funds. The report to the Board should include the specification sheet as well as a brief summary of the estimates received, the analysis and the choice made. Should the proposed winning bid be other than the lowest dollar offerer, the Executive Director shall set forth the reasons such an award furthers the purposes of the library and meets the goals of this policy.
5. The Executive Director shall retain the estimates and all other relevant materials in the project folder for a period of three years.
6. The Board will approve or disapprove of the proposed purchase.
7. If the project is not approved, the Board will advise as to the next steps.

Major equipment items and service contracts costing \$2,500 or more shall be identified at the time of budget preparation in accordance with the steps set forth above. Once the budget is approved, it is not necessary to bring the item or service contract before the Board for further approval prior to the purchase. Any equipment or service contracts costing in excess of \$2,500 which were not included in the budget require Board approval.

The foregoing shall not apply to contracts for professional services (see below).

No purchase of goods or services shall be made from any vendor in which any member of the Board of Trustees or the library administration holds a full or partial interest unless approved by the Board.

Procurement of Professional Services

Retention of professional service providers (defined to include attorneys, independent accountants, engineers, architects, consultants, real estate professionals) requires Board approval. Fees and costs budgeted for professional services do not require additional board approval. Any unbudgeted or excess fees and costs must be approved by the Board as per the clauses below. All professional service providers will be reviewed by the Executive Director or Board every three years and if the Board elects to seek new proposals the following applies:

Professional costs up to \$2,500 – If the professional services relate to the day-to-day operation and maintenance of the library, it is at the discretion of the Executive Director. If services are to assist the Board do its work, then it is at the discretion of the Executive Committee.

Professional costs between \$2,500 and \$5,000 – The Board, the recommending committee, or the Executive Director as applicable must submit a minimum of three documented telephone or e-mail quotes, make a recommendation of one professional to the Board, and receive Board approval.

Professional costs between \$5,000 and \$15,000 – The Board, the recommending committee, or the Executive Director as applicable must obtain a minimum of three written quotes, make a recommendation of one professional to the Board, and receive Board approval.

Professional costs over \$15,000 – The Board, the recommending committee, or the Executive Director as applicable must engage in a formal bidding process and the selected bid must receive Board approval.

Miscellaneous

A good faith effort shall be made to obtain the required number of proposals or quotations as set forth herein above. If the purchaser is unable to obtain the required number of proposals or quotations, the purchaser will document the attempt made at obtaining the proposals. In no event shall the failure to obtain the proposals be a bar to the procurement if purchaser demonstrates due diligence in its efforts to obtain same.

Policy Review

The Board of Trustees shall review and, when needed, update this policy and procedures. The Executive Committee shall be responsible for conducting a regular evaluation of the effectiveness of the procurement policy and procedures established to ensure compliance with, and effectiveness of, the procurement policy and shall be responsible for reporting back to the Board.

Effective Date

This policy shall become effective as of January 1, 2014.
Approved by the Board of Trustees at a regular Board Meeting on November 21, 2013.