

## Procurement Policy

Pursuant to General Municipal Law Article 5-A, goods and services not required to be procured by competitive bidding must be obtained in a manner to assure the prudent and economical use of public funds in the best interest of the taxpayers, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost and to preclude favoritism, improvidence, extravagance, fraud and corruption. To these ends, the Long Beach Public Library adopts the following guidelines and procedures:

1. Any item or items, the cost of which exceeds or is expected to exceed \$20,000 will be purchased through State or County contracts. Vendors will be solicited to ascertain if a Federal contract is available. Absenting such contracts, competitive bidding procedures of General Municipal Law § 103 must be utilized.
2. Any public work in excess of \$35,000 shall be procured by competitive bidding unless the product or service can be obtained from a State or County contract.
3. Procurement of any item or items, the cost of which does not or is not expected to exceed \$20,000 in any fiscal year shall be based on requests for pricing either in writing, by telephone verbally, or e-mail. A record indicating the date and source of the response shall be maintained. The Library Director shall have the discretion of not accepting the lowest price provided a record is kept documenting the reason(s) for such action. Reasons for not accepting the lowest offer are:
  - a) Failure of the vendor to perform in a timely manner
  - b) Failure of the vendor to deliver the specified product(s)
  - c) Failure of the product to perform in a comparable manner with products previously used
  - d) Vendor's terms for payment are disadvantageous to the Library (e.g. Full payment before delivery of goods or beginning of work)
  - e) Other reasons not in conflict with the intent of General Municipal Law 104b
  - f) Vendor's warranty is deemed inadequate by the Library
  - g) Vendor responsibility or lack thereof as determined by Board pursuant to due diligence
  - h) Vendor's post-purchase support services are deemed inadequate by the Library
  - i) In an emergency situation, competitive bidding requirements can be waived
4. Purchase of Items under the Bid Limit: Whenever possible State and County contracts, Municipal Agreements, Industries for the Blind or Disabled and Corcraft shall be used for purchases not requiring the bid process. When this is not feasible, the following procedure shall be followed:
  - a. Items under \$650 – Quotations are not required
  - b. Items between \$650 and \$9,999 – A minimum of three (3) telephone, fax, e-mail or written quotations should be solicited unless it can be documented that there are less than three (3) sources.

Purchasing Information: The following shall be provided for all purchases:

- a) vendor's name, address, and telephone number
- b) vendor's contact person
- c) items to be purchased, quantity, model number and brand name
- d) unit price, extended price and total cost of the order

Professional Services: Proposals for professional services will be sought.

Professional services include but are not limited to the following:

- a) legal and medical services
- b) property appraisals
- c) architectural, engineering and construction management services
- d) accounting and auditing
- e) public relations

The Library Director, Assistant Director or their designee may sign purchase orders or agreements

5. **Library Materials:** The purchase of library materials; books, CDs, downloadables, electronic resources, films, newspapers, periodicals, recorded books, etc. shall follow these criteria:

- a) State contracts
- b) Discounts
- c) Accuracy of preparation
- d) Fill rate (ability to complete orders)
- e) Speed of delivery

6. **Program Presentations:** Program presentations, as sole source providers, shall be governed by the following guidelines:

- a) Each program or individual presentation of a series of programs under \$250 shall not require quotations and are at the discretion of the Library staff member in charge of booking that program in accordance with the budget allocated to their department for that fiscal year.
- b) Programs that cost between \$251 and \$649 must be approved by the Library Director
- c) Programs in excess of \$650 shall require Board approval.

7. **Review:** This Procurement Policy shall be reviewed annually.

Revised: October 2015