

# Procurement Policy

**Adopted: April 2014; Sept. 2021, Rev March 2024**

## Overview

The Claverack Free Library shall follow the provisions of New York State law regarding public work and purchase contracts.

*As such*, all public work contracts in excess of \$35,000 and all purchase contracts in excess of \$20,000 shall be subject to a formal bid process approved by the Board of Trustees.

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: (1) vendor cannot guarantee delivery of goods or services within the time frame or under the conditions established by the library; (2) vendor's terms of payment are disadvantageous to the library; (3) vendor cannot comply with the full specifications set forth in the bid; (4) vendor's after purchase support services are deemed inadequate; (5) a more environmentally friendly product or service is available (6) client feedback is negative; (7) conflict of interest.

1. Procedures for procurement of purchase contracts **not subject** to formal bid process (over \$20,000) are as follows:

<u>Dollar Limit</u>	<u>Procedure</u>
<i>Under \$1,000</i>	At discretion of *authorized staff by approval of the director if within budget.
\$1,000 - \$4,000	Documented quotes or pricing information from at least three separate vendors (if available) approved by the Board.
\$4,001 - \$20,000	Formal written quotes from at least three separate vendors (if available) and approved by the Board.

*\*Authorized staff is defined as individuals spearheading previously approved projects documented in Board minutes.*

2. Procedures for procurement of public works contracts **not subject to** Formal bid process are as follows:

Dollar Limit	Procedure
Under \$2,500	Discretion of authorized staff and approved by Board if within budget.
\$2,500 - \$10,000	Documented quotes or pricing information from at least three separate vendors (if available) and approved by the Board.
\$10,001 - \$35,000	Formal written quotes from at least three separate vendors (if available) and approved by the Board.

In emergency situations, verbal quotes should be obtained in so far as practical under the circumstances.

Reasons to dispense with the formal bid process or quotes may include: true leases, professional services, sole source procurements, and federal, state, county, town, BOCES and Mid-Hudson Library System contracts, articles manufactured in state correctional institutions or from agencies for the blind and severely disabled. The process of soliciting competitive quotations, as long as the procurements are below the bid thresholds, is not necessary if the procurement adds to an existing system, and it is in the library's best interest to deal with one vendor for a particular system.

Documentation for Insurance will include bid advertisements, specifications and the awarding resolution. Alternatively, written or documented verbal quotes will serve as documentation if formal bidding is not required. "Request for Proposals" (RFP's), documented in the same manner may also be used.

In all cases, the Claverack Free Library shall attempt to award contracts to Columbia county businesses, including but not limited to members of the Columbia County Chamber of Commerce. Whenever available, we shall select contractors and suppliers with environmentally friendly and sustainable products.

The Procurement Policy shall be reviewed every five years by the Board of Trustees.

