

Suffern Free Library - Purchasing

Approved by Suffern Free Library Board of Trustees on December 20, 2022

This policy supersedes all prior policies and practices relative to this subject.

Suffern Free Library (SFL) strives to ensure goods and services are provided for Library use by prudent means intended to balance quality of goods and services with the lowest cost, and to manage the Library expenses for goods and services through practices that avoid favoritism and seek the lowest reasonable cost to maintain quality, quantity, and value.

The Suffern Free Library Director, Assistant Director, Administrative Assistant and President of the Board of Trustees are the authorized purchasing agents for SFL, but adhering to overall budget ultimately falls on the Library Director.

This policy will govern all purchases except for the following specifically exempted supplies and services:

- Library materials in all formats including but not limited to books, periodicals, media, and electronic resources
- Dues, memberships, and subscriptions
- Utilities including, but not limited to, electricity, water, sanitation, and communications
- Training, travel, lodging, or meal expenses
- Legal or employment advertisements

Staff authorized to make purchases are responsible to meet the policy goals, requirements and budget limits of the authorization.

Every request for purchase must be initially reviewed by department Supervisor to determine compliance with the policy and the budget.

Methods of Source Selection

The following thresholds will be used in determining source selection method:

- Purchases made that are considered as petty cash and one-time shall not exceed \$500 and shall be made in good faith. However, repeated purchases anticipated on a regular basis whenever possible shall be quoted and contracted pursuant of this policy.
- Purchases not greater than \$5,000 – authorized employees may acquire goods or services using their best judgment as to source and number of quotes. Purchases must be presented to Library Director via purchase order to be determined that they fall within the parameters of the current budget.
- Purchases greater than \$5,000 but not greater than \$15,000 – authorized employees will obtain written review (RFQ) of the purchase by comparable companies. Purchaser shall include decision making documentation of at least three written quotes. These goods and services shall be clearly

identified for purchase and budgeting purposes.

- Purchases greater than \$15,000, including contracts – Library Director or his/her designee shall obtain goods and/or services through sealed, written proposals (RFP). Documents will include a Scope of work, and clear and specific description of goals as may be applicable. Final award of purchase will be made by the Board of Trustees.

The description and cost of goods and services used for purchasing and for final approved budget, is the guide by which written requests for proposals, written quotations, verbal quotations, or any other method that assures that goods and orders will be purchased competitively, shall be based. The above thresholds indicate minimum requirements.

Where required by law, policy limits or as directed by the Library Director or the Trustees, all purchases will be competitively weighed for the lowest possible price in the circumstances. A list of preapproved suppliers and service providers will be maintained and available to authorized staff.

Should additional goods or services be required within six (6) months of an original purchase (or performance of service) made in compliance with this policy, these additional goods or services may be obtained from the same vendor provided original prices and terms are still offered. Additionally, the vendor may provide ongoing repair or service to equipment obtained in compliance with this policy when practical and efficient.

Emergencies

Emergency purchases are those made when there is insufficient time to follow SFL purchasing policy and typical procedures. Emergency purchases should not occur as a result of poor planning by library employees.

In the event of an emergency, the Director may authorize expenditures up to \$15,000. If the cost of the remedy of the emergency expenditure is greater than \$15,000 the Board President, Vice President and/or Chair of the Building and Grounds committee must be contacted immediately. A written report must document the scope of work indicating the emergency, date, time and who was notified. Emergency reports are due within 24 hours and are to be copied to the Trustees.

Awarding of bid proposals and quotes

All requests for proposal (RFP) are to be documented and turned over to the Library Director for final approval. Copies of such determinations are to be supplied to the Trustees.

Exceptions

Circumstances may exist, when, in the sole discretion of the Library, the solicitation of alternative proposals or quotations will not be in its best interests or may represent a virtual impossibility due to surrounding circumstances. In the following circumstances the method of purchase will be at the discretion of the Library Director as documented with the purchase. Copies will be provided to the Trustees.

1. Despite a good-faith effort to obtain the required number of proposals or quotations, the purchaser is unable to do so. The purchaser will document the attempt made at obtaining the proposal or quotes. Best practices dictate that multiple quotations be obtained at all price levels unless obtaining multiple quotations would be impractical or inefficient due to a lack of vendors or a disproportionate amount of employee time.
2. Purchases of surplus and second-hand goods from any source. If alternate proposals are necessary, the Library could choose this opportunity to purchase surplus and second-hand goods at auctions or through specific advertised sources where the best prices are usually obtained, suitable to the Library's needs and purpose.