



---

## **PROCUREMENT POLICY**

It is the policy of the Dansville Public Library to obtain the maximum practical value when purchasing goods and services required for the effective operation of the library consistent with NYS General Municipal Law (GML) and statutes and guidelines set forth by the New York State Comptroller. Dansville Public Library requires competitive bids for certain items and services to keep costs at a minimum, to give interested qualified suppliers an equal opportunity to supply goods and services to the Dansville Public Library, and to guard against favoritism, extravagance and fraud, waste and abuse. This policy sets forth the provisions to ensure compliance with applicable GML.

### **1. Procedures for Determining Whether Procurements are Subject to Bidding**

Every purchase made will be reviewed to determine whether it is a purchase contract or a public works contract. Once that determination is made, a good faith effort will be made to determine whether it is known, or can reasonably be expected, that the aggregate amount to be spent on the item of supply or service is not subject to competitive bidding, taking into account past purchases and the aggregate amount to be spent in a year.

The following are not subject to competitive bidding pursuant to 103 of GML:

1. Purchase contracts under \$20,000 and public works contracts under \$35,000;
2. Emergency purchases;
3. Goods purchased from agencies for the blind or severely handicapped;
4. Goods purchased from correctional institutions;
5. Purchases under state and county contract;
6. Surplus and secondhand purchases from another government entity.

### **2. Methods of Competition to be Used for Non-Bid Procurements (Purchase Contracts or Public Works Contracts)**

#### **a. Purchase Contracts:**

The following method of purchase will be used in order to achieve the highest savings on non-bid procurements for any purchase under \$20,000:

Thresholds Procedure:

1. Up to \$3,500: Discretion of Library Director.
2. \$3,501 to \$5,000: Two (2) written quotes, State contract, County contract, or preferred source
3. \$5,001 to \$19,999: Three (3) written quotes, State contract, County contract, preferred source, or documented requests for a proposal

#### **b. Public Works Contracts (Construction)**

The following method of purchase will be used for non-bid public works contracts under \$35,000.



---

Thresholds Procedure:

1. Up to \$3,500: Discretion of Library Director.
2. \$3,501 to \$9,999: Two written quotes (email, fax etc.)
3. \$10,000 to \$34,999: Three written quotes (email, fax, etc.)

A good faith effort shall be made to obtain the required number of alternate proposals. If the Library is unable to obtain the required number of alternate proposals, the Library will document the attempt made at obtaining the proposals, but in no event shall the failure to obtain proposals be a bar to the procurement.

### **3. Documentation Required**

Documentation of compliance with this policy or GML bidding requirements will be maintained by the Library Director and in accordance with Records Retention Policy. Written quote documentation should include dates, description of items or services, price, and name of contact. Written quotes should be provided to the Board of Trustees for the selection and approval of vendor services. Such documentation will be included with the Board minutes.

Purchase Orders will be created to formalize verbal purchases which will contain dates, vendor, the name of company contact, and price. Purchase orders will be retained with Vouchers and Abstracts and filed in accordance with established procedures.

### **4. Awards to Other than the Lowest Responsible Dollar Offer**

Whenever any contract is awarded to other than the lowest responsible dollar offer, the reasons that such an award furthers the purpose of GML, section 104-b, as set forth herein above, shall be documented by including specific facts and details of prior history or other criteria used to determine that it was not in the public interest to award to the lowest offer.

### **5. Items Excepted from this Policy and Procedures by the Board of Trustees**

The Board of Trustees sets forth the following circumstances when, or types of procurements for which, in the sole discretion of this governing body, the solicitation of alternative proposals or quotations will not be in the best interest of the Dansville Public Library:

1. Services of an Attorney
2. Technical Services of an engineer engaged to prepare plans, maps or estimates
3. Securing insurance coverage or services of an insurance broker
4. Services of a certified public accountant
5. Investment management services
6. Printing services involving extensive writing, editing or artwork
7. Management of municipally owned property
8. Computer software, services or equipment needed for specialized library software, server maintenance, data security or connectivity.

In addition, in the following situations, it is not in the best interests of the library to seek alternate proposals because of the time required and/or type of purchase:



1. Emergency purchases pursuant to 103 subdivision 4, of GML
2. Purchase of surplus and secondhand goods pursuant to 103 Subdivision 6 of GML
3. Purchases under \$3,500.

## **6. Prepayment of Bills**

The Treasurer may prepay approved expenses. Vouchers and abstracts for all prepaid expenses will be presented to the Board at the next regularly scheduled Board meeting. Authorized prepayment expenses include: payroll, utilities, telephone, and postage.

## **7. Staff Members Responsible for Purchasing and Receiving Goods and Services**

The Library Director oversees all expenditures as identified in the Budget. This includes, but is not limited to, library materials of all types, office supplies, utilities, building supplies, equipment, building and equipment repairs, contracted services, etc. The Library Director is empowered to delegate appropriate purchasing below the threshold of \$1000, to Library Staff. Staff members who may be authorized to make purchases in the area of library materials, supplies, and building maintenance supplies are Library Clerks, Children's Services Coordinator, Building Maintenance Person, and Part Time Clerks.

The Library Director must review all orders before purchases are made. A person, other than the originator of the purchase, will verify receipt of goods and/or services in writing. To ensure compliance with purchase order requirements, the originator of the order, or a delegate, will inspect or verify the goods or services received and document the results on the purchase order.

All purchases will be reviewed and authorized for payment by the Dansville Public Library Board of Trustees with regular monthly vouchers/abstracts.

## **8. Purchases Using Credit**

The Library maintains credit accounts to facilitate the daily operations of the Library. A bank credit card is to be used for emergency purchases and purchases for which other forms of payment are impossible, impractical, or likely to result in unreasonable delays between the purchase of a good or service and its receipt. Vendor credit account purchases are defined as those made through companies with which the Library has existing purchase accounts, including but not limited to, Amazon.com and Staples.

With prior approval from the Board of Trustees, a bank credit card may be established in the name of the Library and the Director. The Director will hold the card. The use of the credit does not replace purchase orders or other purchasing procedures. All purchases must be for Library use and benefit only; neither the credit card nor any other credit accounts may be used for the purchase of personal items.

## **9. Purchases Using Personal Funds**

Staff using personal funds for Library expenditures will be reimbursed by the Library, up to \$100 for instances without prior written authorization by the Director, but with the Director's subsequent approval. Staff may be reimbursed for amounts over \$100, only in instances in which there is prior written approval by the Director. Staff should submit claims for reimbursement monthly. All claims must include itemized receipts signed by the staff member. Sales tax will not be reimbursed.



---

Following Director approval, purchases up to \$25 made with personal funds may be reimbursed from the Petty Cash Fund. All other approved expenditure claims will be reimbursed by check from the Library, pending approval of the disbursement by the Board.

### **10. Petty Cash Fund**

The Library maintains a Petty Cash Fund of \$25 for the purchase or reimbursement for staff purchase of materials, supplies, or services under conditions requiring immediate payment.

The following guidelines must be followed:

1. Receipts and cash-on-hand must always total the authorized fund amount. All disbursements from such funds are to be supported by receipted bills or other evidence documenting the expenditure.
2. Proper documentation, as described above, will be retained for all purchases made from the Petty Cash Fund and presented to the Board as a part of the list of disbursements, when it is necessary to replenish the Fund.

The Petty Cash Fund shall be replenished with the approval of the monthly disbursements at a regular meeting of the Board. A check for the replenished amount will be made out to "Cash" and then cashed by the Treasurer or a delegate in order to replenish the fund.

### **11. Insufficient Appropriations**

No individual responsible for purchasing should order any goods or services for which there are no available funds in the budget/appropriation line for such purchase. If a budget modification is deemed necessary by the Library Director to enable a purchase and it is submitted to the Board of Trustees for consideration, no order should be placed until the Board takes positive action on the budget modification request. The Board may decide not to take action on a requested budget modification in accordance with their authority and responsibility. Without adequate appropriations, there is no authority to make a purchase by ordering goods or services.

### **Unintentional Failure to Comply**

The unintentional failure to comply fully with the provisions of General Municipal Law, section 104(b) shall not be grounds to void action taken or give rise to a cause of action against the Dansville Public Library or any officer or employee thereof.

### **Ongoing Use Evaluation**

The Dansville Public Library's Procurement Policy will be periodically evaluated in accordance with all local, state, and federal laws and regulations by the Director and Board of Trustees. Modifications must be reviewed and approved by the Board of Trustees at an open meeting. Questions or concerns regarding Dansville Public Library or this policy should be directed to the Director.