

## **GARFIELD COUNTY PUBLIC LIBRARY DISTRICT PURCHASING POLICY**

### **I. HOW PURCHASES ARE MADE**

All purchases of supplies, materials, equipment or services for the Garfield County Public Library District (here in after known as "The District") shall be made by the Executive Director, or other library personnel in accordance with purchase authorizations issued by the Executive Director. The Executive Director shall establish and maintain a purchasing procedure to:

- a. Assure that each purchase is within the authorized available balance of the appropriate budget categories;
- b. Certify that purchased items are satisfactorily received;
- c. Provide accurate records for audit; such records to be kept on file for a period of not less than five years.

Supplies, materials or equipment costing not more than \$15,000 may be purchased on the basis of informal, verbal or telephone bids or quotations, when it is determined by the purchasing authority that such procedure is in the best interest of The District. If such practice is followed, a written memorandum of the informal bids/quotations shall be maintained with the records of the purchase.

The Assistant Director of Administration shall be the central purchasing agency through which requests for the purchase of all library materials and operational items are routed and accounted for.

No employee shall incur any expense or debt against The District without adhering to the provisions of this Policy. The District shall not be responsible for any expense or debt incurred by employees not authorized to act under this Policy.

### **II. BASIS FOR PURCHASING**

Purchases are made on the basis of price, quality, service, availability and other pertinent factors considered to be in the best interest of The District.

### **III. BUYING LOCALLY**

The District prefers that The District "buy locally"; i.e. buy needed items and services from residents and/or businesses whose taxes directly support The District when feasible.

Due to the nature of our work, there may be times when local vendors with similar skills may not have the expertise or experience sought by The District, and in those cases, vendors outside of Garfield County may be selected. When The District is working with vendors or other professionals located outside of The District's area of service, our expectation is that those vendors will make every effort to ensure that when hiring subcontractors, local vendors are a priority and that they will have the opportunity to bid the work. We will ensure that all potential vendors are treated fairly and professionally throughout the process.

### **IV. FROM WHOM THE DISTRICT WILL NOT PURCHASE**

The District will not knowingly purchase any supplies, materials, equipment or services from:

- a. Members of the Board of Trustees of The Garfield County Public Library District or their spouses;

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- b. Employees of the Garfield County Public Library District, or their spouses;
- c. Children, parents, grandparents, grandchildren, brothers and sisters of the above individuals and their spouses;
- d. Firms or enterprises in which any of the above individuals have a vested interest involving ownership, partnership, sales commission or other direct and immediate gain resulting from such purchase;
- e. A former board member or employee, within six months following the termination of his or her service on the Board or employment.

This policy does not prohibit the purchase of any supplies, materials, equipment or services from the above individuals when the individual has disclosed the personal interest, has not voted thereon, has refrained from attempting to influence the decision of the Board of Trustees in voting on the matter, and

- a. the contract is awarded to the lowest responsible bidder based on competitive bidding procedures; or
- b. because of geographic restrictions, it shall be presumed that The District might not otherwise reasonably afford itself of the subject of a contract if the additional cost to The District is greater than ten percent of a contract with an interested party or if the contract is for services that must be performed within a limited time period and no other contractor can provide those services within that time period.

#### **V. COMPETITIVE BIDDING**

Major operational items including capital items and construction projects expected to cost \$15,000 or more each, shall be purchased via a bidding process. Purchases of similar items or groups of items should not generally be subdivided into multiple purchases of less than \$15,000. Purchases over \$15,000 shall be put to bid. The Executive Director, Assistant Director of Administration or Facilities Manager shall submit invitations to bid to at least three persons, firms, or corporations dealing in and able to supply the same. The District may choose instead to publish notice of the proposed purchase in a newspaper within the County served by the District. Whatever form of request is used, The District must give the person, firm or corporation at least ten (10) days to supply their bid. If unable to receive three (3) bids by either process, the Executive Director, Assistant Director of Administration or Facilities Manager may accept fewer bids.

All bids shall be sealed and shall be opened in public at a designated time and place. The Executive Director may repeatedly reject all bids and again may submit to the same, or other persons, firms or corporations the request for quotation (or invitation to bid), and/or again publish notice of the proposed purchase.

The Executive Director shall analyze the acceptable bids received, and recommend the vendor who has submitted the lowest and best bid to the Board of Trustees. Final decision to purchase shall be made by the Board of Trustees. The Board of Trustees reserves the right to reject any or all bids, and to waive any technicalities or formalities.

Purchase shall be made from the bidder whose bid is most advantageous to The District, considering price, quality, date of delivery, and other pertinent factors; and, in the event of a tie bid, purchase may be made from one of those tying, or the purchase may be divided among those tying, always accepting the bid or bids most advantageous to The District.

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Contractual services of a professional nature such as engineering, architectural, legal, medical, insurance, janitorial and certified public accounting, etc. shall be let out for bids at least every three (3) years.

The Executive Director shall review all contracts at least annually, and depending on vendor performance, shall submit a recommendation regarding extension, renewal, cancellation or rebidding to the Board of Trustees. All contracts in force for three consecutive years which exceed \$15,000 in any one year shall be subject for rebidding at the end of the third year unless this requirement is waived by the Board of Trustees.

#### **VI. WHEN COMPETITIVE BIDDING IS NOT REQUIRED**

The following may be purchased without giving opportunity for competitive bidding:

- a. When excused by participation in a purchasing program under the auspices of the State of Colorado or other governmental entity.
- b. Purchases not expected to exceed \$15,000;
- c. Library materials, e.g. books, periodicals, audiovisual materials, etc., which are purchased at the best discount available consistent with service, date of delivery, and other pertinent factors.
- d. Supplies, materials, or equipment which can be furnished only by a single dealer, or which have a uniform price wherever bought.
- e. Supplies, materials, or equipment purchased from another unit of government at a price deemed below that obtainable from private dealers.
- f. Services (gas, electricity, telephone services, etc.) purchased from a public utility at a price or rate determined by the State Corporation Commission or other government authority.
- g. Where proposed equipment, and/or services vary to the extent that sealed bids are not practical, detailed proposals may be accepted in lieu of such bids.

#### **VII. EMERGENCY SITUATIONS**

In an emergency situation requiring swift action, when no regular or emergency Board of Trustees meeting is scheduled or practical under the situation, the Executive Director may contract to handle the emergency; with all reasonable efforts to advise individual Board Members of the emergency action having been exerted by the Executive Director.