

Lima Public Library Purchasing and Procurement Policy

Purchasing:

The Library Manager serves as purchasing agent for the library. Purchases made for the Lima Public Library will be made in compliance with the Lima Public Library's Procurement Policy and the New York State General Municipal Law 104-B(GML) and Statutes. All purchases will be reviewed and authorized for payment by the Lima Public Library Board of Trustees with regular monthly vouchers/abstracts.

PROCUREMENT POLICY

It is the policy of the Lima 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. Lima 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 Lima 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. When possible the library is required by law to purchase approved products and services from New York State approved sources.

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)

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 \$35,000:

Thresholds Procedure:

1. Up to \$5,000.00: Negotiate a quote with a single vendor
2. \$5,000- \$34,999.99: Three (3) written quotes, State contract, County contract, or preferred source
3. \$35,000.00: Competitive sealed bid -State contract, County contract, preferred source, or documented requests for a proposal.

a. Public Works Contracts (Construction) The following method of purchase will be used for non-bid public works contracts under \$35,000 – these contracts are subject to prevailing wage requirements.

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 Lima Public Library:

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. 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 Purchases under \$5,000.
3. 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.

6. Prepayment of Bills

The Treasurer designee 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.

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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:

- Emergency purchases pursuant to 103 subdivision 4, of GML
- Purchase of surplus and secondhand goods pursuant to 103 Subdivision 6 of GML
- Purchases under \$3,500.
- The Treasurer designee may prepay approved expenses. Vouchers and abstracts for all prepaid expenses will be presented to the Board at the next regularly scheduled Board

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The bill preparation duties will be to collect all invoices and packing slips and match them up appropriately. Invoices will be verified to order confirmations and packing slips and bills will be attached to all invoices. Prior to each monthly Board meeting, this Manager will prepare a voucher for each bill packet and submit the collected voucher packets to the Library Director who will verify the contents and sign.

Adopted by the Lima Public Library Board of Trustees

Dated: September 24, 2024

Reviewed and approved: September 25, 2024