

Bidding and Procurement Policy Naples Library

This resolution sets the policy and procedures of the Naples Library to meet the requirements of New York State General Municipal Law, section 104-b. Furthermore, this policy helps the Naples Library Board of Trustees and Director/Manager meet their fiduciary obligations, avoids favoritism, and supports the regular review of the library's expenditures by the Board of Trustees. The Board of Trustees adopted this policy to exercise good fiscal stewardship for services that are not required by law to be procured pursuant to competitive bidding. Such services must be procured in a manner as to assure the prudent and economical use of public moneys in the best interest of the taxpayers; to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances; and to guard against favoritism, improvidence, extravagance, fraud, and corruption. To further these objectives the governing board is adopting an internal policy and procedures governing all procurements of goods and services which are not required to be made pursuant to the competitive bidding requirements of General Municipal Law, section 103 or of any other general, special or local law.

Purchasing Guidelines

Purchases under \$1000 at the discretion of the library Director/Manager.

Purchases between \$1001 and \$2500 the director/manager must consult the treasurer, i.e. purchases of furniture, equipment, etc.

Purchases over \$2500.

1. The Library Director/Manager must make a concerted effort to obtain three written bids. If one of the bids is delayed due to the negligence of the vendor, the Library Director/Manager should choose from the two bids obtained.
2. The library Director/Manager selects one of the three estimates, if available, based on quality, cost and availability (of contractor).
3. The library Director/Manager brings the decision to the board for approval of funds. The project report will briefly reflect estimates received and choice made.
4. All estimates are filed in project folder.
5. The board approves or disapproves.
6. If the project is disapproved, the board will advise the next steps.
7. No purchase of goods or services shall be made from any vendor in which elected officials of the library, i.e. the board of trustees, or the library administration, i.e., the library

Director/Manager, hold a full or partial interest, or where a conflict of interest could reasonably be construed. All purchases of supplies or equipment that will exceed \$20,000 in the fiscal year or public works contracts over \$35,000 shall be formally bid, per the requirements of New York General Municipal Law, Section 103.

8. Unapproved emergency purchases that are purchased immediately are allowed, the delay of which may threaten the life, health, safety, or welfare of the staff and/or public.

9. Single source purchases are allowed. Single source purchases are those in which other qualified sources may be available but competition would not be beneficial because of prior agreements or technical considerations. Sole source purchases are those in which there are no other qualified suppliers. In the absence of competition, reasonable attempts to negotiate fair and reasonable pricing are required.

Purchases Using Personal Funds

Staff using personal funds for library expenditures may be reimbursed by the library up to \$100 for instances without prior written authorization by the Director/Manager.

Sales tax shall be reimbursed at the discretion of the Director/Manager.

Subsequent to the Director's/Manager's approval of the purchase, staff will be reimbursed for purchases made with personal funds with cash from the Petty Cash Fund for expenditures up to \$25. Approved expenditures between \$26 and \$100 can be reimbursed by a check from the Library pending approval of disbursement by the Library's Board of Trustees.

Petty Cash Fund

The Library will establish a Petty Cash Fund of \$100 to be used to reimburse staff for purchases made with personal funds or for unforeseen purchases under \$100. Proper documentation will be retained for all purchases made from the Petty Cash Fund and presented to the Board of Trustees as a part of the monthly list of disbursements.

The Petty Cash Fund shall be replenished following the approval of the monthly disbursements at each regular meeting of the Board of Trustees. A check for the replenish amount will be made out to "Petty Cash" and then cashed by the Library Director/Manager in order to replenish the fund.

Annual Review

The Board of Trustees shall annually review and, when necessary, update this policy and procedures.

This policy may be amended by the Naples Library Board of Trustees at any time.

Adopted by the Naples Library Board of Trustees on November 22, 2016. Amended on March 16, 2022