

BARTHOLOMEW COUNTY PUBLIC LIBRARY

PURCHASING POLICY

- A. Bartholomew County Public Library follows public purchasing laws of Indiana Code 5-22.

- B. The library seeks the most economical advantage with acceptable quality when making purchases.
 - 1. Consideration is given to vendors who offer competitive pricing, acceptable quality, and ability to provide timely service.
 - 2. Specifications for purchases are set by the Library Director with advice from the Library Board of Trustees.

- C. The Library Director, Business Manager, and Assistant Business Manager are designated as the library's Purchasing Agents for goods and services.

- D. All purchases of real estate are made by the Library Board of Trustees.

- E. All checks and reimbursements are approved for payment by the Library Board of Trustees.

- F. Prices obtained from responsible suppliers of goods or services are compared for purchases of less than \$50,000.
 - 1. Comparison pricing can be obtained via telephone, letter, email, fax, or web site.
 - 2. Purchases will not be artificially divided so as to fall below the \$50,000 threshold.

- G. Purchases of at least \$50,000 and not more than \$150,000 require inviting quotes from at least three persons or companies known to deal in the supplies or services to be purchased, unless exempting circumstances apply. (See Section J.).
 - 1. Invitations for quotes allow at least seven days for a reply.
 - 2. A successful quote is judged by competitive pricing, acceptable quality, and ability to provide timely service.
 - 3. The library can reject any and all unsatisfactory quotes.
 - 4. If no quotes are received, the purchasing agent can select a provider for the supplies or service.
 - 5. Purchases will not be artificially divided so as to fall below the \$150,000 threshold.

- H. Purchases and contracts for more than \$150,000 require a competitive bidding process, unless exempting circumstances apply. (See Section J.)
 - 1. The successful bid is chosen by consideration of price, quality of materials or services, and ability of the bidder to complete the project or purchase.
 - 2. The library can reject any and all unsatisfactory bids.

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- I. The threshold for which bid, performance, and payment bonds are required for state or local public works projects is \$200,000.

- J. Repairs and purchases that do not allow time or circumstances for bids/quotes will be made in accordance with Indiana Law. These can include, but are not limited to:
 - 1. Emergency repairs.
 - 2. Purchases for which only a single source can supply parts or materials that are compatible with existing library equipment and procedures.
 - 3. No acceptable quotes/bids have been received.

- K. The library may establish charge accounts with businesses from which the library will make purchases on a continuing basis.
 - 1. Such an account will be for a single type of purchase such as, but not limited to, fuel for library vehicles or materials for library programming.

- L. A library employee can be reimbursed for a library-related expense.
 - 1. A tax exempt certificate should be presented to the seller.
 - 2. Sales tax will not be reimbursed to the library employee.
 - 3. Reimbursement is limited to the purchase of items that would be allowed for direct library purchase by the Indiana State Board of Accounts.

- M. Prepayment of advertising expenses is acceptable as set forth by the Board of Trustees via a resolution and in compliance with Indiana Law.

- N. Prepayment of staff continuing education expenses is acceptable as set forth by the Board of Trustees and in compliance with Indiana Law.

- O. Contractual services are reviewed annually, before the coming year's budget is prepared, by the Library Director.
 - 1. Decisions for any changes will be made to the Library Director.

- P. This policy becomes effective on July 1, 2007.