

BANCROFT PUBLIC LIBRARY

PURCHASING POLICY

The Bancroft Public Library is a public library registered and chartered by the NY State Department of Education. Public library boards, in addition to compliance with New York State competitive bidding statutes, are required to adopt a written procurement policy and procedures governing all purchases of goods and services; even those that are not subject to competitive bidding, in accordance with New York State General Municipal Law. Soliciting competition through competitive bids, requests for proposals, written and/or verbal prices quotes is considered an effective process by the State Comptroller.

Bancroft Public Library will promote responsible procurement obtaining the maximum practical value when purchasing goods and services. Every effort will be made to get at least three quotes from vendors to prevent favoritism, fraud, or abuse. Procurement of goods and services are subject to the requirements and restrictions in these guidelines.

Purchasing activities may be initiated by the Library Director. All expenditures of funds must be made in accordance with the Bancroft Board of Trustees-approved budget. Trustees receive a monthly financial statement and warrants prepared or approved by the Treasurer, showing receipts, expenditures, and a comparison with the budget. The Board approves or amends the report at its regularly-scheduled meeting. In the event an emergency expenditure is required, the Board of Trustees authorizes the President, Vice President, Treasurer and Secretary of the Board to approve the spending of funds not designated in the organization's budget by majority. The transaction will be reviewed and approved by the full Board at the next regularly-scheduled meeting.

Competitive Bidding

Under normal circumstances, contracts will be awarded to the lowest responsible bidder. Circumstances under which a contract may not be awarded to the lowest responsible bidder may include but is not limited to:

1. Vendor cannot comply with the full specifications set forth in the bid
2. Vendor cannot guarantee delivery of goods or services within the time frame or under conditions established by Bancroft Public Library
3. Vendor's after-purchase support services are deemed inadequate
4. Vendor's terms of payment are disadvantageous to Bancroft Public Library.

Unless equal or more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Bancroft Public Library Board of Trustees shall determine by a majority vote of the disinterested trustees whether the transaction or arrangement is in the best interests of Bancroft Public Library and whether it is fair and reasonable. Pursuant to that determination, the covered person shall be free to enter into the proposed arrangement or transaction." See Bancroft Public Library Policy on Conflicts of Interest and Disclosure of Certain Interests.

Quotes

Competitive quotes are required when the estimated expenditure for a product or service exceeds certain thresholds as noted below. This process allows Bancroft Public Library to obtain the best value for expenditure of its funds. The only exceptions to this process are for purchases in which there are fewer than the required number of competitors who offer a given product or service or for purchases for which a "sole source" makes good business sense.

Dollar amount of purchase	Quote Requirements	Purchase Order	Payment options
<\$2,000	No quotes	yes	Vendor invoice, credit card and supporting delivery documents
\$2,000 - \$99,999	Written quotes	yes	Vendor invoice and supporting delivery documents
\$100,000 or >	Formal bid process	yes	Vendor invoice and supporting delivery documents

Sole Source Suppliers or Fewer than Required Number of Vendors

Under certain circumstances, it may be necessary to seek quotes from fewer than the required number of vendors or make a purchase from a sole source. Sole sourcing may make sense in a situation where a specific manufacturer's product is compatible with products already owned by Bancroft Public Library, or where a specific vendor may have special expertise related to a specific project or initiative. In situations where a sole source or fewer vendors will be sought, approval of the Bancroft Library Board of Trustees must be obtained in advance of any purchase being made.

Library and Other Supplies

Library supplies are purchased as needed.

Exclusions

These guidelines do not apply to the following:

- Real property
- Insurance
- Dues and membership in trade or professional organizations
- Library materials and eContent
- SALS purchases
- Advertisements
- Postage
- Petty cash purchases
- Utility services
- Copyrighted materials, patented materials, art and artistic services
- Employee benefits
- Legal, financial or other professional consulting fees
- Fees and costs of job-related travel, seminars, registration and training.

Adopted: February 5, 2019
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