



Richmond Memorial Library Procurement Policy

This general policy regarding the procurement of goods and services is adopted to satisfy the requirements of Section 104-b of the General Municipal Law which requires each governing body to adopt a procurement policy for all goods and services which are not required by law to be publicly bid.

NOW, BE IT RESOLVED that the Richmond Memorial Library does hereby adopt the following procurement policy which is intended to apply to all goods and services which are not required by law to be publicly bid.

Procurement Policy for the Richmond Memorial Library

1. Every purchase made will be initially 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 the year. The following items are not subject to competitive bidding pursuant to Section 103 of the General Municipal Law: purchase contracts under \$10,000 and public works contracts under \$20,000; emergency purchases; goods purchased from agencies for the blind or severely handicapped; goods purchased from correctional institutions; purchases under state or county contracts; and surplus and second-hand purchases from another governmental entity.
2. All goods and services will be secured by use of written requests for proposals, written quotations, verbal quotations or any other method that assures that goods will be purchased at the lowest price and that favoritism will be avoided, except in the following circumstances: purchase contracts over \$10,000 and public works contracts over \$20,000; goods purchased from agencies for the blind or severely handicapped; goods purchased from correctional facilities; goods and services purchased through state or county contracts; or purchases pursuant to subdivision 6 of this policy.
3. The following method of purchase will be used when required by this policy in order to achieve the highest savings:

Estimated Amount of
Purchase Contract

Method

Up to \$499

Library Director

\$500 - \$2,999

Two verbal quotations

\$3,000 - \$9,999

Three written/fax quotations

Estimated Amount of
Public Works Contract

Method

Up to \$2,999

Two verbal quotations

\$3,000 - \$9,999

Three written/fax quotations

\$10,000-19,999

Written request for proposals

A good faith effort will be made to obtain the required number of proposals or quotations. If the purchaser is unable to obtain the required number of proposals or quotations, the purchaser will document the attempt made to obtaining the proposals. In no event will the failure to obtain the proposals be a bar to the procurement.

Instead of obtaining written or verbal quotes as provided above, purchases may be made on the basis of prices and terms quoted in current catalogs as is customary for library purchases of books, periodicals, media items and supplies.

4. For purchase contracts of \$500 or more documentation is required of each action taken in connection with procurement. For public works contracts, documentation is required of each action taken in connection with procurement. Such documentation will be approved by the Board of Trustees.
5. Documentation and an explanation are required whenever a contract is awarded to other than the lowest responsible offeror. This documentation will include an explanation of how the award will achieve savings or how the offeror was not responsible. A determination that the offeror is not responsible will be made by the purchaser, approved by the Board of Trustees and may not be challenged under any circumstances.
6. Pursuant to General Municipal Law Section 104-b(2) (f), the procurement policy may contain circumstances when, or types of procurements for which, in the sole discretion of the governing body, the solicitation of alternative proposals or quotations will not be in the best interest of the municipality. In the following circumstances it may not be in the best interests of the Richmond Memorial

Library to solicit quotations or document the basis for not accepting the lowest bid:

- Professional services or services requiring special or technical skill, training or expertise. The individual or company must be chosen based on accountability, reliability, responsibility, skill, education and training, judgment and integrity. These qualifications are not necessarily found in the individual or company that offer the lowest price and the nature of these services are such that they do not readily lend themselves to competitive procurement procedures.

In determining whether a service fits into this category the Board of Trustees will take into consideration the following guidelines: (a) whether the services are subject to state licensing or testing requirements; (b) whether substantial formal education or training is a necessary prerequisite to the performance of the services; and (c) whether the services require a personal relationship between the individual and municipal officials. Professional or technical services may include but not be limited to the following: services of an attorney; technical services of an engineer engaged to prepare plans, maps and estimates; securing insurance coverage and/or services of an insurance broker; services of a certified public accountant; investment management services; printing services involving extensive writing, editing or art work; and computer software or programming services for customized programs, or services involved in substantial modification and customizing of pre-packaged software.

- Emergency purchases pursuant to Section 103(4) of the General Municipal Law. Due to the nature of this exception, these goods or services must be purchased immediately and a delay in order to seek alternate proposals may threaten the life, health, safety or welfare of the residents. This section does not preclude alternate proposals if time permits.
- Purchases of surplus and second-hand goods from any source. If alternate proposals are required, the library is precluded from purchasing surplus and second-hand goods at auctions or through specific advertised sources where the best prices are usually obtained. It is also difficult to try to compare prices of used goods and a lower price may indicate an older product.

7. This policy will go into effect immediately and will be reviewed biennially.

Approval by the Board of Trustees
October 20, 2008