



## **PURCHASING POLICY**

### **PURPOSE**

The purpose of the purchasing policy is to ensure accountability, to maintain budgetary control over purchases, to establish uniform purchasing guidelines and to secure quality goods and services at the best possible price.

### **RESPONSIBILITY**

The Board of Trustees shall adopt a purchasing policy on the recommendation of the Library Director. The Director and/or a designee have the delegated authority to approve purchase orders according to the guidelines stated herein, and to create procedures for the efficient execution of this policy.

### **DELEGATION OF PURCHASING AUTHORITY**

#### **Board of Trustees:**

- Through adoption of the annual budget, as required by law, the Board of Trustees authorizes all purchases necessary to implement District operations;
- Through budget adoption or amendment of all purchases and contracts for services amounting to more than fifty thousand (\$50,000) dollars;
- Through notification and approval of any purchase or expenditure over the amount of thirty thousand (\$30,000) dollars that is not recognized in the approved budget.

#### **Library Director or Designee:**

- Through appointment of an appropriate designee to act on behalf of the District;
- Through the general oversight and implementation of the District budget, as approved by the Board of Trustees;
- Through a completed purchase order for purchases over \$500.00 and/or requiring payment by a check.

### **METHOD OF SOURCE SELECTION**

#### **STATE PURCHASE PROGRAMS**

Contracts and price agreements that have been awarded by the State are acceptable as satisfying the proposal and the quotation requirements of the District.

#### **COOPERATIVE PURCHASE PROGRAMS**

The District may participate in joint proposals and/or other cooperative purchasing ventures with other government agencies if it is deemed in the best interests of the District to do so.

### **SOLE-SOURCE PURCHASES**

If it has been determined that only one vendor is capable of meeting all specifications and purchase requirements, or that it is in the best interests of the District, then purchases may be made on the basis of prices established by negotiation. The Library Director must approve all sole-source purchases.

### **SELECTION BY VENDOR**

When possible, the District will use a pre-approved list of vendors meeting specification and purchase requirements. Books and other library materials, supplies, and services may be selected by vendor rather than item by item. The Library Director and/or a designee will approve vendor selection based on written proposals that include terms and discounts.

### **CONSTRUCTION PROJECTS AND PROFESSIONAL SERVICES**

Agreements for construction or professional services, including but not limited to architectural, engineering, legal and consulting services, shall be negotiated on the basis of demonstrated competence, qualifications, and fees not to exceed market rates.

### **ACCEPTANCE/REJECTION OF QUOTES/BIDS/PROPOSALS**

An open and competitive environment will be maintained to ensure that all qualified buyers and sellers have access to District business and that all purchasing actions are conducted fairly and impartially. For purchases over \$5,000, proposals may be requested according to the requirements stipulated in this Purchasing Policy.

The District will determine the best value by taking into account timing, quality, quantity, price, vendor performance, and any other relevant criteria. The District reserves the right to reject any proposal and to accept the proposal that is in the best interest of the District. All formal proposals will be a matter of public record.

### **LOCAL VENDOR PREFERENCE**

It is the preference of the District to solicit vendors located in Mesa County. Local vendors may be given a 5% price allowance in order to encourage local purchasing. When selecting a local vendor over an out-of-town vendor, all factors used to determine best value must be equal.

### **ENVIRONMENTAL (GREEN AND SUSTAINABLE) PREFERENCE**

The District encourages purchasing recycled and environmentally preferred products if performance and cost effectiveness are determined equal to conventional products.

### **CODE OF ETHICS**

No employee of the District, or member of the employee's immediate family, or firm owned by same, will be allowed to sell to the District goods or services of any kind without the prior written consent of the Library Director.

No member of the Board of Trustees, or member of the Board of Trustees immediate family, or firm owned by same, will be allowed to sell to the District goods or services of any kind without the prior written consent of the Library Director and disclosure to the Board of Trustees in accordance with Section 10.2 of the District Bylaws.

No employee or trustee of the District shall accept a fee, gift, or other valuable item or service for personal use from any person(s) or organization when such gift or other valuable item or service is given in the hope or expectation of receiving preferential treatment over others wishing to do business with the District.

*This Purchasing Policy was adopted by a unanimous vote of the Library Board of Trustees in their regularly scheduled meeting of October 28, 2010.*

*This Purchasing Policy was re-adopted by a unanimous vote of the Library Board of Trustees in their regularly scheduled meeting of August 27, 2015.*

**ATTEST:**



Elaine Barnett, President



Dean DiDario, Secretary