



The Mesa County Libraries (MCL) Board of Trustees adopts a purchasing policy on the recommendation of the Library Director to ensure accountability, maintain budgetary control over purchases, establish uniform purchasing guidelines, and secure quality goods and services at the best possible price.

## **Delegation of Purchasing Authority**

### MCL Board of Trustees:

- Through adoption of the annual budget, as required by law, the MCL Board of Trustees authorizes all purchases necessary to implement MCL operations;
- Through adoption or amendment of the budget, the MCL Board of Trustees authorizes all purchases and contracts for services amounting to more than \$50,000;
- Through notification of a need by the MCL Library Director and/or designee and subsequent board approval, the MCL Board of Trustees authorizes any purchase or expenditure over the amount of \$30,000 that is not recognized in the approved budget.

### Library Director or Designee:

- Through appointment of an appropriate designee to act on behalf of MCL;
- Through creation of procedures for the efficient execution of this policy;
- Through general oversight and implementation of the budget approved by the MCL Board of Trustees;
- Through a completed purchase order for purchases over \$1,000 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 of Colorado are acceptable as satisfying the proposal and the quotation requirements of MCL.

## **Method of Source Selection – Cooperative Purchase Programs**

MCL may participate in joint proposals and/or other cooperative purchasing ventures with other government agencies if it is deemed to be in MCL's best interests.

## **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 MCL, 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, MCL 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, will be negotiated based on demonstrated competence, qualifications, and fees not to exceed market rates. Agreements for construction services will also comply with Colorado Revised Statutes § 24-91-101 *et seq.* and C.R.S. § 38-26-101 *et seq.* as applicable.

**Acceptance and Rejection of Quotes/Bids/Proposals**

An open and competitive environment will be maintained to ensure that all qualified buyers and sellers have access to MCL’s business and that all purchasing actions are conducted fairly and impartially. For purchases over \$10,000, proposals may be requested according to the requirements stipulated in this purchasing policy.

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

**Local Vendor Preference**

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

**Environmental (Green and Sustainable) Preference**

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

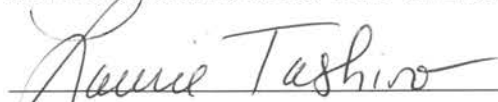
**Code of Ethics**


No MCL employee, member of the employee’s immediate family, or entity owned by the employee or a member of the employee’s immediate family will be allowed to sell goods or services to MCL without the prior written consent of the Library Director.

No member of the MCL Board of Trustees, member of the trustee’s immediate family, or entity owned by the trustee or a member of the trustee’s immediate family will be allowed to sell goods or services to MCL without the prior written consent of the Library Director.

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

*REVIEWED AND ADOPTED ON MARCH 29, 2018.*

  
Laurie Tashiro – MCPLD Board President

  
Cindy Cyphers – MCPLD Board Secretary

