



The Mesa County Libraries (MCL) Board of Trustees (“the Board”) 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.

Responsibilities

MCL Board of Trustees:

The Board authorizes all purchases and contracts up to \$100,000.⁰⁰ necessary to implement MCL operations through adoption of the annual budget, as required by law. The Board may authorize any purchase or expenditure that exceeds the original approved item budget by \$30,000.01 - \$49,999.99 through a vote of approval, as long as the amount does not require an amendment to the budget. If necessary, the Board may authorize any purchase or expenditure that was not in the original budget or that would exceed original budget contingencies through an amendment to the budget.

Library Director or Designee:

The Library Director is designated by the Board to oversee and implement the approved budget. The Library Director and/or their appropriate appointed designee creates procedures for the efficient execution of this policy. Although no approval is required by the Board, the Library Director and/or designee must notify the Board of a need for any expenditure that exceeds the approved budget for that expenditure by up to \$30,000.⁰⁰, provided that this expenditure will not require an amendment to the budget. The Library Director may designate responsibilities and approvals for standard purchases as stated in the chart below.

Purchase Process

All purchases and expenditures must comply with the documentation and approval requirements listed in the following chart. Purchases cannot be split in order to avoid the approval process. Bulk items (i.e. 50 chairs) should be applied to the chart below using the total cost.





Purchase Limits	Documentation Required	Approval Level
\$0.00-\$50.00	Petty cash request, dept/mgr credit card purchase. Quotes not required.	Department Manager
\$50.01-\$1,000.⁰⁰	Purchase order request, dept/mgr credit card purchase. Quotes not required.	Department Manager
\$1,000.01 - \$15,000.⁰⁰	Purchase order request. Quotes not required.	Department Manager AND Finance Director
\$15,000.01-\$50,000.⁰⁰	Purchase order request. Three quotes, if available.	Department Manager, Finance Dir, Associate Dir AND Library Dir.
\$50,000.01-\$100,000.⁰⁰	Purchase order request. Published RFP. Three quotes if available.	Department Manager, Finance Dir, Associate Dir AND Library Dir.
\$100,000.01+	Published RFP. Formal sealed bid/RFP.	Dept. Mgr, Fin Dir, Assoc Dir, Lib Dir, AND MCL Board.

Quotes / Requests for Proposals (RFPs) [\$15,000.01 - \$100,000.⁰⁰]

- For purchases requiring quotes, MCL staff may use published catalog/online prices or verbal/telephone quotes.
- MCL staff can invite RFPs from persons, firms, or corporations.
- An RFP shall be published on MCL’s website and one time in a newspaper of general circulation within the District’s boundaries for all contracts for services or materials or both of \$50,000.01 (or less at the discretion of the Library Director).
- MCL will determine the best value by considering 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.

Competitive Bidding [\$100,000.01+]

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.

- Major operational items including capital items and construction projects expected to cost \$100,000.01 or more each, shall be purchased via a competitive bidding process.
- An invitation to bid/RFP shall be published one time in a newspaper of general circulation within the District boundaries for all contracts for services or materials or both of at least \$50,000.01 (or less at the discretion of the Library Director).
- The Library Director, Finance Director, Facilities Manager, or delegated representative may request bids/RFPs from persons, firms, or corporations.





- All proposals and bids shall be sealed and shall be opened in public at a designated time and place.
- MCL will determine the best value by considering 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.
- The Library Director may repeatedly reject all bids and again may submit to the same, or other persons, firms, or corporations the request for quotation (or invitation to bid), and/or again publish notice of the proposed purchase.

The Library Director shall analyze the acceptable bids received, and recommend the vendor who has submitted the lowest or best bid to the Board. Final decision to purchase shall be made based on the approval level in the Purchase Process chart. The Board reserves the right to reject any or all bids, and to waive any technicalities or formalities.

When Competitive Bidding Is Not Required

- Library materials (e.g. books, periodicals, audiovisual materials), printing services, computing and networking, etc., may be bid by vendor rather than item by item.
- A sole source purchase may be made if it has been determined that only one vendor is capable of meeting all specifications and purchase requirements or that it is in MCL's best interests. Purchases may then be made on the basis of prices established by negotiation.
- MCL is eligible to purchase commodities under the Colorado State Purchasing Program. Contracts and price agreements that have been awarded by the State are acceptable as satisfying bid and quote requirements of MCL.
- Services (gas, electricity, telephone services, etc.) purchased from a public utility at a price or rate determined by the applicable government authority.
- Where proposed equipment, and/or services vary to the extent that sealed bids are not practical, detailed proposals may be accepted in lieu of such bids.
- MCL may participate in joint bidding and/or other cooperative purchasing ventures with other library organizations and government agencies if it is deemed in the best interests of MCL to do so.

Local Vendor Preference

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

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.





Emergency Purchases

In the event of an unforeseen emergency which necessitates purchases be made immediately, portions of this policy can be waived with approval by the Library Director as long as the policy is adhered to as closely as conditions permit. The Library Director or their appropriate appointed designee will notify the Board within 24-hours when any such emergency purchase is necessary.

Code of Ethics

No MCL employee, member of the employee's family (spouse, parents, brothers, sisters, children or any other immediate relative), or entity owned by the employee or a member of the employee's family will be allowed to sell goods or services to MCL without the prior written consent of the Library Director. Any proposed transaction exceeding a cumulative total of \$10,000 per fiscal year shall be disclosed to the Audit Committee immediately.

No member of the Board, member of the trustee's family (spouse, parents, brothers, sisters, children or any other immediate relative), or entity owned by the trustee or a member of the trustee's family will be allowed to sell goods or services to MCL without the prior approval by the Board.

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 AUGUST 27, 2020

Barry Blanchard

Barry Blanchard – MCPLD Board President

Chris Mahre

Chris Mahre – MCPLD Board Secretary

