



The Mesa County Libraries (MCL) Board of Trustees (“the Board”) adopts a purchasing policy on the recommendation of the Executive 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 \$150,000.⁰⁰ necessary to implement MCL operations through adoption of the annual budget, as required by law. The Board must authorize any purchase or expenditure that exceeds the original approved item budget by more than \$30,000.⁰⁰ 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 above \$30,000.⁰⁰ that was not in the original budget and that would exceed original budget contingencies through an amendment to the budget.

Executive Director or Designee:

The Executive Director is designated by the Board to oversee and implement the approved budget. The Executive 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 Executive 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 Executive 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.	<ul style="list-style-type: none"> • Department Manager
\$50. ⁰¹ -\$1,000. ⁰⁰	Purchase order request, dept/mgr credit card purchase. Quotes not required.	<ul style="list-style-type: none"> • Department Manager
\$1,000. ⁰¹ - \$15,000. ⁰⁰	Purchase order request. Quotes not required.	<ul style="list-style-type: none"> • Department Manager • Assoc. Dir. OR Executive Dir. • Finance Director
\$15,000. ⁰¹ – \$119,999. ⁹⁹	Purchase order request. Three quotes, if available.	<ul style="list-style-type: none"> • Department Manager • Assoc. Dir. OR Executive Dir. • Finance Director





\$120,000.⁰⁰ +	Purchase order request. Formal sealed bid/RFP. Published public noticed.	<ul style="list-style-type: none"> • Department Manager • Assoc. Dir. OR Executive Dir. • Finance Director • MCL Board (\$150,000+)
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Quotes / Requests for Proposals (RFPs) [\$15,000.01 - \$119,999.⁹⁹]

- For purchases requiring quotes, MCL staff may use published catalog/online prices or verbal quotes.
- MCL can invite RFPs from persons, firms, or corporations.
- 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.

Competitive Bidding [\$120,000.⁰⁰ +]

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 \$120,000.⁰⁰ 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 exceeding \$119,999.⁹⁹ (or less at the discretion of the Executive Director).
- The Executive Director, Finance Director, Facilities Manager, or delegated representative may request bids/RFPs from persons, firms, or corporations.
- All bids shall be sealed and shall only be opened once the RFP window has closed.
- MCL will determine the best value by taking into account timing, quality, quantity, price, vendor performance, compliance with public policy, record of past performance, financial and technical resources, 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.
- MCL 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.
- MCL 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.
- If limited competition is received from RFP bidders, MCL may use additional methods of bid/quote procurement and may make the specifications available to other service providers through additional means. However, quotes, bids, or offers submitted through these additional means will not be considered unless it is determined that there is not adequate competition among RFP bidders. If adequate competition exists among RFP bidders, quotes, bids, or proposals from other means will not be considered.



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.
- MCL may use an open-ended, time-and-materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time-and-materials type means a contract whose cost MCL is the sum of the actual cost of materials plus direct labor hours charged at a fixed hourly rate.

Emergency Purchases

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





Budget and Record Keeping

- The Finance Director is authorized to make adjustments to line items for the current budget year that will fall within the overall budget level for the year. This type of adjustment is to be considered temporary unless adopted as permanent in the subsequent budget cycle, through analysis of needs across the District.
- MCL must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: documentation requirements (PO, quotes, approvals, etc.), rationale for vendor selection or rejection, and the basis for the contract/product price.
- MCL retains records in accordance with the Colorado State Archives Records manual for Colorado Special Districts.

Code of Ethics

Unless given written consent by the Executive Director and majority vote by the Board, no MCL employee or Trustee may participate in the selection, award, or administration of contracts if they have a real or apparent conflict of interest. Such a conflict of interest would arise when the employee or Trustee, any member of their immediate family, or an organization owned by or which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a company considered for a purchase/contract. Under no circumstances will employees and Trustees of MCL solicit or accept gratuities, favors, or anything of monetary value from vendors/contractors or parties to subcontracts.

REVIEWED AND ADOPTED ON SEPTEMBER 28, 2023

Alice Dow

Alice Dow – MCPLD Board President

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Mary Watson – MCPLD Board Secretary

