



PROCUREMENT POLICY:

In order to ensure the prudent and economical use of public moneys and obtain goods and services of maximum quality at the lowest possible cost, the Liberty Public Library will observe the following procurement procedures:

1. For items and services under \$2,000 transactions shall be made at the Library Director's discretion.
2. For items or services over \$2,000 between \$2,001 and \$5,000 the director will receive three document quotes from selected vendors and has the authority to purchase these items if they are in the budget. For items not in the budget, a board-approved budget adjustment prior to the purchase is required. The purchases must be made with Library Board approval.
3. For purchases between \$5,001 and \$19,999, three quotes will be required and board approval must be obtained prior to the purchase.
4. For purchase contracts involving items of materials, supplies or equipment in excess of \$20,000 or for public works contracts over \$35,000 NY State competitive bidding regulations will be followed, pursuant with General Municipal Law, Section 103.
5. Generally, purchases/jobs will be awarded to the lowest responsible and responsive vendor, unless the purchaser prepares a written justification providing reasons why it is in the best interest of the Library and its taxpayers to buy from another bidder.
6. Items that are not subject to competitive bidding:
 - a. Professional services which involve specialized expertise, use of professional judgment and/or a high degree of creativity, such as an attorney, architect, engineer, land surveyor, or trainer.
 - b. If the purchaser is unable to obtain the required number of proposals or quotation, the purchaser shall document the attempt made at obtaining the proposals. In no event shall the inability to obtain the proposals or quotes be a bar to the procurement.
 - c. In case of an emergency, no solicitation of written proposals or quotations shall be required. An emergency exists when the delay

caused by soliciting quotes would endanger the health, welfare, or property of the library or the individual taxpayer or staff member.

- d. Insurance - documentation shall include written quotations and specifications.
- e. Sole-source purchases which may occur when there is no substantial equivalent or when the product is available from only one source and deemed necessary to the public interest, items included under this criterion may include, but not be limited to Electronic databases, and Digital content (eBooks, downloadable audiobooks, videos, and music)

7. Attempts will be made to purchase items locally (within the Liberty School District) if the prices are competitive.

8. To dispose of an item:

When an item is no longer needed, or is damaged, etc., it will be discarded as surplus and offered for donation or sale to the taxpayers of the Liberty School District or to another library within the Ramapo Catskill Library System. If there is no interest, the item will be disposed of at the discretion of the Director.

Adopted by the Library Board March 2, 1992 Revised: Nov. 29, 2011, and _____