

Procurement Policy

Purchases of goods and contracts for public services shall be made in accordance with the provisions of the New York State General Municipal Law.

Except as otherwise provided by law (i.e. emergency situations, "sole source" purchases), public works contracts in excess of \$35,000 shall be subject to competitive bidding. Purchase contracts in excess of \$20,000 shall be subject to competitive bidding. Selection must be vetted to the lowest responsible bidder. Justification and documentation of actions must be maintained.

<i>Estimated Amount of Purchase Contract</i>	<i>Method</i>
\$0.00 - \$500.00	No quotes required
\$500.00 - \$2500.00	Verbal request for the goods and written or fax quotes from two vendors
\$2500.00 - \$5000.00	Written request (RFP) and written or fax quotes from three vendors

<i>Estimated Amount of Public Works Contract</i>	<i>Method</i>
\$0.00 - \$500.00	No quotes required
\$500.00 - \$2000.00	Two verbal quotes
\$2000.00 - \$10000.00	Written request (RFP) and written or fax proposals from two contractors
\$10000.00 - \$35000.00	Written request (RFP) and written or fax proposals from three contractors

Goods or services procured pursuant to New York State, Suffolk County or General Services Administration Contract (a.k.a. "state contract") shall be exempt from the comparative price quotation requirement.

Purchases up to and including \$2500 do not require formal Board approval. Purchases above \$2500 require Board approval. This threshold is not dependent upon method of purchase (purchase order, credit card, etc.).

During construction projects, purchases for the project may be made in advance of Board approval up to \$5,000. Such purchases are for "emergency situations" in order to keep construction moving forward. Two verbal quotes/state contracts/BOCES contracts/etc. are ideal. Any such purchases will be brought to the Board's attention at the next earliest Board meeting.

The lowest responsible proposal or quote shall be awarded the purchase or public works contract unless the purchaser prepares a written justification providing reasons why it is in the best interest of the Library and its taxpayers to make an award to other than the low proposer. Among the relevant factors to be considered are, but are not limited to:

- Contractor cannot guarantee delivery of goods or services within time frames under the conditions established by the Library or their representatives.

- Contractor's terms of payment are disadvantageous to the Library.
- Contractor cannot fully comply with specifications for goods or services as set forth by the Library or their representatives.
- Contractor's warranty for goods or services is deemed inadequate by the Library or their representatives.
- Contractor's post-purchase support services are deemed inadequate by the Library or their representatives.

Prepayment of bills may be made by the Director prior to audit by the Board of Trustees when the deadline for payment will not permit audit by the Board at its regular monthly meeting and where failure to make payment as required may subject the Library to penalties or disruption of services. All bills prepaid under this policy shall be presented for audit at the next meeting of the Board.

Purchases of goods or services may not be made from a vendor in which a conflict of interest exists from any member of the Board of Trustees, Library Administration, etc.

This policy is to be reviewed annually (at the reorganization meeting) by the Board of Trustees of the North Babylon Public Library.

Adopted by the Board of Trustees,
May 17, 2016

Updated by the Board of Trustees, July 19, 2022