

PERRY PUBLIC LIBRARY

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Bidding and Procurement Policy

In order to protect the Perry Public Library from actual or perceived conflicts of interest, all Board of Trustee members are required to take a public oath of office and are obliged to acknowledge any conflicts of interest that may arise during the bidding or procurement processes.

All purchases of supplies or equipment in excess of \$20,000 in the fiscal year or public works contracts in excess of \$35,000 shall be formally bid, per the General Municipal Law, Section 103.

Exemptions to bidding are provided by law to include purchases of services and goods from preferred sources, such as state or county contract; purchases from agencies for the blind or severely handicapped; purchases from correctional institutions; purchases of surplus and second-hand goods from any source; and emergency purchases that are purchased immediately, the delay of which may threaten the life, health, and safety or welfare of the staff and/or public.

Exemptions to bidding are provided for sole source purchases, where a good or service provides a unique benefit to the public, is available from a single supplier, and for which there are no substantial equivalents.

Pursuant to General Municipal Law, the procurement policy may contain circumstances when, or types of procurement for which, in the sole discretion of the governing body, the solicitation of alternative proposals or quotations will not be in the best interests of the municipal entity. In the following circumstances it may not be in the best interests of the Perry Public Library to solicit quotations or document the basis for not accepting the lowest bid.

In cases of professional services or services requiring special or technical skill, training, or expertise, the individual or company must be chosen on accountability, reliability, responsibility, skill, education and training, judgment, integrity, and moral worth. These qualifications are not necessarily found in the individual or company that offers the lowest price and the nature of these services are such that they do not readily lend themselves to competitive procurement procedures.

In determining whether a service fits into this category, the Perry Public Library shall take into consideration the following guidelines: a) whether the services are subject to State licensing or testing requirements; b) whether substantial formal education or training is a necessary prerequisite to the performance of the services; and c) whether the services require a personal relationship between the individual and library officials.

Professional or technical services shall include but not be limited to the following: services of an attorney; technical services of an engineer engaged to prepare plans, maps, and estimates; securing insurance coverage and/or services of an insurance broker; services of a certified public accountant; investment management services; printing services involving extensive writing, editing, or art work ; property management; and computer software or programming services for customized programs or services involved in substantial modification and customizing or pre-packaged software.

Purchases made by the Library which do not meet the above cost levels must be procured in such a way that the Library is making prudent and economical use of public monies; acquire goods and services of maximum quality at the lowest possible cost; and to safeguard against favoritism, improvidence, extravagance, fraud and corruption.

The total aggregate cost of every prospective purchase of a good or service or public work contract is evaluated to determine whether the aggregate cost in the fiscal year reaches competitive bidding requirements.

Purchases with aggregate costs not rising to competitive bidding levels are authorized as follows:

Purchases for goods and services estimated to cost \$1,000 to \$3,999 shall require prior written approval of the Director.

Purchases for goods and services estimated to cost \$4,000 to \$6,999 require two quotations, one of which is written, and the approval of the Director.

Purchases for goods and services estimated to cost from \$7,000 to \$19,999 shall require two written quotations and the approval of the Director.

Public work contracts estimated to cost less than \$4,999 shall require written approval of the Director.

Public work contracts estimated to cost \$5,000 to \$19,999 shall require two quotations, one of which is written, and written approval of the Director.

Public work contracts estimated to cost \$20,000 to \$34,999 shall require two written quotations or proposals and approval of the Board of Trustees.

A good faith effort shall be made to obtain the required number of quotations or proposals. If the purchaser is unable to obtain the required number of proposals or quotations, the purchaser shall document the attempt made at obtaining the quotations or proposals. In no event shall the failure to obtain the proposals be a bar to procurement.

Purchases made using personal funds up to \$25 shall not require prior authorization of the Director, while purchases using personal funds from \$26 to \$100 shall require written approval of the Director. All purchases using personal funds shall require receipt and/or confirmation pages to be submitted to the Director for preparation and submission to the Board of Trustees for reimbursement on a monthly basis.

The Director shall establish the necessary and reasonable procedures and rules in the execution of this policy.

Catalog or online pricing cannot substitute for oral or written quotations.

Approved 10/04/2021