

## **Southern Adirondack Library System**

### **Purchasing Policy – Adopted September 22, 2015; Amended September 18, 2018**

The Southern Adirondack Library System (SALS) is a cooperative public library system registered and chartered by the NY State Department of Education. It is neither a political subdivision nor a district and is not subject to General Municipal Law except when purchasing for a member library that must comply with NY State statutes.

SALS will promote responsible procurement obtaining the maximum practical value when purchasing goods and services. Whenever possible, purchases will be made using NY State Contract unless lower prices can be obtained. If not available on NY State Contract, every effort will be made to get at least three quotes from vendors to prevent favoritism, fraud, or abuse. Procurement of goods and services are subject to the requirements and restrictions in these guidelines.

Purchasing activities may be initiated by any SALS staff member with the approval of the Director. Large hardware and software purchases for the MVLS/SALS Joint Automation Project will be made by the Project Manager of the Joint Automation project with approval from the Mohawk Valley Library System and the Southern Adirondack Library System Boards of Trustees when they approve the annual JA budget or amended annual budget.

All expenditures of funds must be made in accordance with the SALS Board of Trustees-approved budget. Trustees receive a monthly financial statement and warrants prepared or approved by the Treasurer, showing receipts, expenditures, and a comparison with the budget. The Board approves or amends the report at its regularly-scheduled meeting. In the event an emergency expenditure is required, the Board of Trustees authorizes the Executive Committee (President, Vice President, Treasurer and Secretary) of the Board to approve the spending of funds not designated in the organization's budget by majority. The transaction will be reviewed and approved by the full Board at the next regularly-scheduled meeting.

#### **Competitive Bidding**

Under normal circumstances, contracts will be awarded to the lowest responsible bidder. Circumstances under which a contract may not be awarded to the lowest responsible bidder may include but is not limited to:

1. Vendor cannot comply with the full specifications set forth in the bid
2. Vendor cannot guarantee delivery of goods or services within the time frame or under conditions established by SALS
3. Vendor's after-purchase support services are deemed inadequate
4. Vendor's terms of payment are disadvantageous to SALS

Unless equal or more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the SALS Board of Trustees shall determine by a majority vote of the disinterested trustees whether the transaction or arrangement is in the best interests of SALS and whether it is fair and reasonable. Pursuant to that determination, the covered person shall be free to enter into the proposed arrangement or transaction." See SALS Conflict of Interest Policy.

#### **Quotes**

Competitive quotes are required when the estimated expenditure for a product or service exceeds certain thresholds as noted below. This process allows SALS to obtain the best value for expenditure of its funds. The only exceptions to this process are for purchases in which there are fewer than the required number of competitors who offer a given product or service or for purchases for which a "sole source" makes good business sense.

Dollar amount of purchase	Quote Requirements	Purchase Order	Payment options
<\$2,000	No quotes	yes	Vendor invoice, credit card, PO and supporting delivery documents
\$2,000 - \$99,999	Written quotes	yes	Vendor invoice, PO and supporting delivery documents
\$100,000 or >	Formal bid process	yes	Vendor invoice, PO and supporting delivery documents

**Sole Source Suppliers or Fewer than Required Number of Vendors**

Under certain circumstances, it may be necessary to seek quotes from fewer than the required number of vendors or make a purchase from a sole source. Sole sourcing may make sense in a situation where a specific manufacturer’s product is compatible with products already owned by SALS, where a specific vendor may have special expertise related to a specific project or initiative or in a situation where it is determined that seeking competitive quotes is not advantageous to SALS. In situations where a sole source or fewer vendors will be sought, approval of the Director or Assistant Director must be obtained in advance of any purchase being made.

**Office and Other Supplies**

Office supplies are purchased as needed. Employees make requests to the Administration & Finance Manager or the Director. Requests include the item description, name of requestor and date. The Administration & Finance Manager makes out a purchase order for the Director’s or the Assistant Director’s approval. Small items may be purchased using petty cash. All efforts will be made to use NY State Contract or national discount program for libraries that offer the potential for economies of scale. There could be instances in which an item can be purchased for less than State Contract.

**Exclusions**

These guidelines do not apply to the following:

- Real property
- Insurance
- Dues and membership in trade or professional organizations
- Library materials and eContent
- Advertisements
- Postage
- Petty cash purchases
- Utility services
- Copyrighted materials, patented materials, art and artistic services
- Employee benefits
- Legal, financial or other professional consulting fees
- Fees and costs of job-related travel, seminars, registration and training.

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