

# ELWOOD PUBLIC LIBRARY

1929 JERICHO TURNPIKE | ELWOOD, NY 11731 | [www.elwoodlibrary.org](http://www.elwoodlibrary.org) | 631.499.3722

## PROCUREMENT GUIDELINES

All products purchased by the Library require a requisition order signed by the Director. The Director is responsible for the signing and maintaining of requisition orders. The Director may delegate portions of that duty to appropriate staff.

All services procured by the Library require a written contract. The Director is responsible for signing and maintaining contracts. The Director may delegate portions of that duty to appropriate staff.

All Library purchases will be made in a lawful manner. Purchases that must by law be made through the competitive bidding process are to be made through the competitive bidding process. The competitive bidding threshold under General Municipal Law for contracts for public works is \$35,000 and the threshold for purchase contracts is \$20,000.

If, in the opinion of the Director, a purchase that exceeds the thresholds needs not be subject to competitive bidding, the Director will make a recommendation for purchase to the Board of Trustees and present the reasons why bidding is not required. This will be done at a regular meeting of the Board of Trustees. The Board must agree by legal vote with the Director's recommendation for the purchase to be made. Reasons to dispense with competitive bidding may include emergencies, leases, professional services and sole source procurements.

When it is in the Library's benefit to add to or upgrade an existing system or equipment by using the same vendor who supplied the original existing system or equipment the Director must get Board approval before making such a purchase if the purchase will exceed the competitive bidding threshold.

Items or services costing at least \$10,000 will be brought to the attention of the full Board of Trustees for discussion and approval.

The Director may authorize the purchase of items or services costing less than \$ 10,000. For purchases that exceed \$5,000 the Director should get at least two bids. For any purchase that exceeds \$7,500 the Director should get at least three bids.

In the event of a serious emergency that threatens safety or the ability of the Library to stay open to the public the Director is authorized to take necessary action, the cost of which shall not to exceed \$25,000, if calling an emergency meeting of the Board of Trustees beforehand is not practical.

*Adopted 7/17/2014*