

Purchasing Policy

The Director or his/her designee shall serve as the “purchasing agent” for the Library.

In general, merchandise shall have been received before payment is remitted. It shall be the responsibility of the Director to approve situations when the vendor requires prepayment. No expense shall be paid without a pre-existing appropriation and a properly executed purchase order or accounts payable voucher.

Nothing in this policy shall be construed as to lessen the requirements set forth in Indiana Code and explained in the State Board of Accounts “Accounting and Uniform Compliance Guidelines Manual for Libraries.”

Library Materials

Library materials are exempt from statutory purchasing restrictions. They include books, magazines, pamphlets, films, microfilms, transparencies, slides, discs, tapes, models, art, reproductions, and all other forms of Library and audiovisual materials. The Board expect staff members to use due diligence in seeking out the most economical sources for the items.

Purchases under \$50,000

Whenever purchases are to be made, where the total is expected to be under \$50,000, Library staff is expected to use the following guidelines:

1. Purchase Orders (PO's) are to be used to the greatest extent possible in advance of actual purchase;
2. Competitive quotes are to be taken on an informal basis, whenever possible;
3. Local providers are to be used unless there is an advantage in price, service, or quality to the Library district.
4. Single purchases in excess of \$15,000 must be approved by the Board, except when an emergency exists.

Purchases between \$50,000 and \$150,000

When purchases are to be made, where the total is expected to be over \$50,000, but less than \$150,000, Library staff is expected to use the following guidelines:

1. Approval must be received by the Board in advance of making the purchase.
2. Formal invitations for quotes must be mailed to at least three (3) persons known to deal in the lines or classes of supplies to be purchased at least seven (7) days before the time fixed for receiving quotes.
3. If the purchasing agent receives a satisfactory quote, the purchasing agent shall issue a purchase order to the lowest responsible and responsive offeror for each line or class of supplies required.
4. The purchasing agent may reject all quotes.
5. The purchasing agent may use a special purchasing method provided in I.C. 5

Special Purchasing Methods

The Director or his/her designee is authorized to make special procurements under the following instances:

- An emergency that poses a threat to health, welfare, or safety.
- A unique opportunity to obtain supplies or services at a substantial savings to the Library.
- The compatibility of equipment, accessories, or replacement parts is a substantial consideration in the procurement and only one source meets the Library's requirements.

- Procurement of the required supplies under another section of IC 36-1-9 would seriously impair the functioning of the Library.
- An auction.
- A gift of goods.
- Purchase from a small business.
- Data processing hardware, supplies and services, for the sake of continuity and compatibility.
- No responsive offer.
- When only a single source for the item can be found.

Services

Insurance coverage is not included within the definitions contained in the Public Purchasing Law IC 36-1-0 or Public Works Law IC 36-1-2. Therefore, there is no requirement for advertising or soliciting bids for such service. The Director will determine insurance coverage.

Real Estate

All purchases of real estate shall be made only with the prior consent of the Board and shall follow all applicable state laws.

Construction

All construction, alteration, or renovation on Library owned or leased property with a value in excess of \$50,000 shall be governed by the “public works law” (I.C. 36-1-12) or the “design build law” (I.C. 5-30).

1. The Library may require a “bid” or “performance” bond. A prescribed, preprinted form for bids on equipment, supplies, etc., is not required: the Library shall prescribe the information to be provided by prospective vendors.
2. The Library may allow increased compensation for early performance or penalties for late performance.
3. Contracts may be renewed, but not for a period longer than the term of the original contract. If the original contract contained provisions for escalation of price it may not be renewed.