

Purchasing Policy

The Bloomfield-Eastern Greene County Public Library Board is a governmental body that is authorized to enter into contracts under the Indiana Public Purchasing Law. The Bloomfield-Eastern Greene County Public Library Board is the "Purchasing Agency".

The library director shall serve as the "Purchasing Agent" for the library. The director may delegate authority to other staff members but bears the ultimate responsibility for purchases made.

In general, merchandise shall have been received before payment is remitted. It shall be the responsibility of the director to approve situations when prepayment is required by the vendor. No expense shall be paid without a pre-existing appropriation.

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

Supplies, equipment, goods, and materials

This section shall pertain to the purchase of supplies, equipment, goods, and materials. It does not pertain to "library materials", to which: books, magazines, pamphlets, films, filmstrips, microfilms, slides, transparencies, phonodiscs, phonotapes, models, art reproductions, and all other forms of library and audiovisual materials which are exempt by statute from the restrictions imposed by I.C. 36-1-9. While staff members responsible for purchasing these items are not encumbered by a quote or bid process, the Board expects them to use due diligence in seeking out the most economical sources for the items.

Purchases under \$25,000

Purchases of this amount require no formal bids or quotes, although comparison shopping is encouraged. Single purchases in excess of \$3,000 must be approved in advance by the Board, except when an emergency exists. Purchases in excess of \$200.00 by a delegated staff person must be approved by the Director in advance. The variety of exceptions, preferences and exemptions stipulated in The Code and The Manual pertaining to purchases in excess of \$75,000 may be considered when making purchases in this category.

Purchases between \$25,000 and \$75,000

Purchases of this amount generally require that quotes be solicited from at least three persons/businesses known to deal in the goods sought to be purchased.

1. An invitation to quote shall be issued by the Director, allowing at least seven days before quotes are due to the library.
2. The Director shall present responsive quotes to the Board for its review and decision.

3. If no responsive quotes are received, the library may select a vendor as though it were a purchase under \$25,000.
4. Information contained in the The Code and The Manual add further direction to this section.
5. The variety of exceptions, preferences and exemptions stipulated in The Code and The Manual pertaining to purchases in excess of \$75,000 may be considered when making purchases in the category.

Purchases \$75,000 and over

Purchases of this value must be purchased following competitive bidding procedures, unless exempting circumstances apply, Indiana Code 5-22 and the guidelines contained in The Manual will be the source of authority in this procedure.

Services

Annual maintenance contracts, as well as unexpected individual service or repair expenses, in excess of \$1,000 shall be approved by the Board. The variety of exceptions, preferences and exemptions stipulated the in The Code and The Manual pertaining to purchases in excess of \$75,000 may be considered when making purchases in this category.

Real Estate

All purchase of real estate, improved or unimproved, 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 \$25,000 shall be governed by the "Public Works Law" at Indiana Code 36-1-12.

Appendix One

The following information is taken from The Manual and is provided for ease of reference. Refer to The Manual and The Code for complete information.

Special Purchasing Methods

The Director shall keep a register of Special purchase contracts with value of \$75,000 or more. Selected scenarios for special purchasing i.e. a non-bid situation are: (See applicable statute or The Manual for a complete list and details)

1. Emergency conditions – threat to public health, welfare or safety
2. Unique opportunity for substantiating savings
3. At auction
4. Data processing hardware, supplies and services, for the sake of continuity and compatibility
5. No responsive offer received using other methods

6. Substantial savings afforded governmental body, i.e. companies which routinely offer special prices to unit of government
7. When only a single source for the particular item can be found
8. Contract with Federal or State agency
9. A gift of goods (not restricted cash donation)
10. Purchases from a public utility, the Indiana Department of Correction or from a rehabilitation center

Preferences

Indiana statutes recognize purchasing preference for ; (see The Manual for further explanation)

1. Recycled materials
2. Soy diesel/biodiesel
3. Indiana businesses
4. Coal mined in Indiana
5. Supplies manufactured in the United States

In General

1. Library may require "bid or "performance" bonds.
2. 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.
3. The library may allow increased compensation for early performance, or penalties for late performance.
4. Contracts may be renewed, but not for a period longer than the term of the original contract. If the original contract contains provision for escalation of price, however, it may not be renewed.

CREDIT CARD RESOLUTION

The Board of Trustees of the Bloomfield-Eastern Greene County Public Library resolves that the library director is authorized to have a Master Card with a \$1000.00 limit. The director is the authorized signer. Staff may use the card only with the permission of the director. The guidelines outlined in the Purchasing Policy which states that employees may not purchase items in excess of \$200.00 without approval from the director will still be in force. These cards will be used to make reservations for meetings and conferences and to purchase materials and supplies where billing is not an option.

Date 5/10/2000

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