

Procurement Guidelines Policy

I. Purchasing Responsibility

- A. The Director of LaRue County Public Library is responsible for administering the procurement function of the library.
- B. The Director of the LaRue County Public Library may delegate to appropriate individuals such authority as may be needed to perform the purchasing function.

II. Procedures

- 1. Library materials such as books, magazines, audio visions, and other such materials intended for patron use are generally purchased from vendors offering volume discounts or vendors offering a state contract. The Director has authority to purchase these items within the library's current budget.
- 2. All contracts and purchases of \$1,000.00 or less may be negotiated by the Director without Board approval if such expenditures are provided for and funds are available in the current budget. Whenever practical, at least three price quotes for goods and services shall be obtained. Such price quotes may be either written or verbal. The Board will be informed of expenditures exceeding \$500.00.
- 3. All contracts and purchases in excess of \$1,000.00 but not exceeding \$40,000.00 (contracts) or \$40,000.00 (purchases) shall be negotiated by the Director with Board approval. The Director shall present to the Board for consideration and approval prices and conditions of such negotiation.
- 4. Except as provided by law, e.g., emergency situations, all public work contracts in excess of \$40,000.00 and all purchase contracts in excess of \$40,000.00 shall be subject to competitive bidding.
- 5. Under normal circumstances, contracts shall be awarded to the lowest responsible bidder. Circumstances under which the contract may not be awarded to the lowest responsible bidder may include, but are not limited to:
 - a. Vendor cannot guarantee delivery of goods or services within the time frame or under the conditions established by the library;
 - b. Vendor's terms of payment are disadvantageous to the library, e.g., full payment before commencement of work or delivery of goods;
 - c. Vendor cannot comply with the full specification of goods and services as set forth by the library

- d. Vendor's warranty of goods or services is deemed inadequate by the library;
- e. Vendor's after purchase support services are deemed inadequate by the library

III. No purchase of goods or services shall be made from any vendor in which the Board of Trustees or the library Director holds a full or partial interest.