



PROCUREMENT POLICY

It is the policy of the OWWL Library System (the System) to obtain the maximum practical value when purchasing goods and services required for the effective operation of the organization consistent with the provisions of this policy, standard business practices, and in accordance with applicable laws and statutes. The System requires bids for certain items and services to keep costs at a minimum; to give interested, qualified suppliers an equal opportunity to supply goods and services to the System; and, to guard against favoritism, extravagance, and fraud, waste, and abuse.

This policy sets forth the provisions to ensure compliance with applicable NYS General Municipal Law and System policies. The System is a cooperative library system. It is neither a political subdivision nor a district thereof and is not subject to General Municipal Law except when purchasing for a member library that must comply with New York State statutes.

PURCHASED ITEMS

Purchased items require requisition forms and include all goods and services obtained using System funds except the following: travel, utilities, the pass-through of funds to outside entities, and loans.

Insurance, audit, legal and other consulting and professional services do not require the issuance of a requisition form but will follow competition guidelines below.

AUTHORIZATION TO COMMIT FUNDS AND SIGN REQUISITION FORMS

Requisition forms shall be authorized by the Finance Director and approved by the Executive Director. All agreements, contracts, and commitments must be approved and signed by the Executive Director.

PURCHASE GUIDELINES FOR OWWL LIBRARY SYSTEM

When the System executes procurement actions for itself, the practices outlined in the charts below shall apply.

Public Works (Building capital improvement projects)	Up to \$35,000	Discretion of Executive Director
---	----------------	----------------------------------

Public Works (Building capital improvement projects)	Over \$35,000	Requires Request for Proposal or Request for Quote approved by Board of Trustees Number of Quotes – three (3)
Purchase Items and Consulting/Professional Contracts	Up to \$20,000	Discretion of Executive Director
Purchase Items and Consulting/Professional Contracts	Over \$20,000	Requires Request for Proposal or Request for Quote approved by Board of Trustees Number of Quotes – two (2)
Purchases or Services	Up to \$7,500	Discretion of Executive Director
Purchases or Services	\$7,500 - \$10,000	Number of quotes two (2) approved by Executive Director
Purchases or Services	Over \$10,000 - \$20,000	Number of quotes three (3) approved by Executive Director
Insurance		Requires Request for Proposal or Request for Quote approved by the Finance Committee every five (5) years Number of quotes – two (2)
Audit		Requires Request for Proposal or Request for Quote approved by the Audit Committee every five (5) years Number of quotes – two (2)
Legal Services		Requires Request for Proposal or Request for Quote approved by the Finance Committee every five (5) years Number of quotes – two (2)

Notes on Purchasing Guidelines: Purchases may not be fragmented to avoid higher approval authorities.

In instances where the “number of quotes” is not satisfied, the Executive Director will provide evidence of solicitations of quotes or published bid requests.

Single and Sole Source Purchases

Single and sole source purchases are allowed. Single source purchases are those in which other

qualified sources may be available but competition would not be beneficial because of prior agreements or technical considerations. Sole source purchases are those in which there are no other qualified suppliers. In the absence of competition, reasonable attempts to negotiate fair and reasonable pricing are required.

Single and sole source purchases and installment payments over \$20,000 must be approved by the System Board. Payments up to \$20,000 may be approved by the Executive Director.

Multi-Year Contracts

Multi-year contracts are allowed; however new quotes must be obtained when the contract expires.

Multi-year contract individual installment payments over \$20,000 must be approved by the System Board. Payments up to \$20,000 may be approved by the Executive Director.

Requisition Form Documentation

A file that includes a copy of the requisition form, records of quotes/bids, price analysis, packing slip, invoice, vendor claim form and check or voucher number will be established for each requisition form issued and filed in accordance with established procedures. If it is a sole or single source procurement or the low bidder is not chosen, adequate justification for price paid is required.

Receipt of Goods and Services

Receipt of goods and services will be verified on the requisition form by initialing and dating by a person other than the originator of the purchase.

Inspection

To ensure compliance with requisition form requirements, goods and services received will be inspected or verified by the originator of the request and results documented on the requisition form.

Supplier Qualification

Reasonable efforts will be made to ensure suppliers providing goods and services to the System are qualified and reputable. It is the System's policy to purchase goods and services from qualified local sources when prices are fair and reasonable.

Sales Tax Exemption

The System is not required to pay sales tax on purchased items.

Payment from Invoice

As a general rule, payments are made from an invoice (see Credit Card Policy for exceptions).

COOPERATIVE PURCHASES MADE FOR MEMBER LIBRARIES – GOODS AND SERVICES

When the System executes procurement actions for member libraries it shall follow New York State General Municipal Law and the procedures detail below:

1. Purchases of goods and services on behalf of member libraries with an annual aggregate value up to \$9,999 may be made at the discretion of the Executive Director.
2. Purchases of goods and services on behalf of member libraries with an annual aggregate value of \$10,000 to \$19,999 will receive no less than two (2) quotations with final approval by the Executive Director.
3. Purchases of goods and services on behalf of member libraries with an annual aggregate value over \$20,000:
 - a. Requires a competitive bidding process with final approval by the Board of Trustees unless purchased through State Contract.
 - b. In a situation where standardization of computer equipment or related support can be justified, a document specifying the technical details and the vendor can be developed by OWWL Library System and approved by the Board of Trustees.

COOPERATIVE PURCHASES MADE FOR MEMBER LIBRARIES – PUBLIC WORKS

1. Purchases of public works (construction/building improvement projects) on behalf of member libraries with an annual aggregate value up to \$35,000 will receive no less than two (2) quotations with final approval by the Executive Director.
2. Purchases of public works (construction/building improvement projects) on behalf of member libraries with an annual aggregate value over \$35,000:
 - a. Requires a competitive bidding process with final approval by the Board of Trustees unless purchased through State Contract.

ETHICAL PRACTICES AND CONFLICT OF INTEREST

Individuals purchasing goods and services must conduct business in a professional manner and qualified vendors must be given an equal opportunity to compete for System business. Purchasing decisions should be made with integrity and objectivity, free from any personal bias or benefit. The System's Conflict of Interest Policy provides specific guidelines regarding gifts and gratuities and System persons holding interests in suppliers doing business with the System. Employees who would benefit financially from a given prospective supplier selling goods or services to the System may not participate nor be present during the supplier selection process.

RESPONSIBILITY

The Executive Director of the System has overall responsibility for purchasing for the System and for implementing effective procedures that comply with the requirements of this policy and demonstrate effective internal controls.

*Amended: November 8, 2023; February 8, 2023; June 8, 2022;
February 9, 2022; October 13, 2021; December 13, 2017
Reviewed: September 9, 2020
Adopted: May 13, 2015*