

SUBJECT: PURCHASING POLICY

I. PURPOSE

The purpose of this policy is to designate authority for the purchase or lease of products and services, and to establish requirements to ensure as full and open competition as practical on business transactions. Furthermore, through this policy the Library seeks to articulate its intent to use environmentally friendly decisions in addressing its purchasing needs.

II. SCOPE

Unless otherwise provided for in this policy, the Executive Director, or designee, shall have the authority to purchase or lease products or services provided that the amount budgeted for any expense line of the annual budget shall not be exceeded without the prior approval of the Library Board. Staff will act to procure quality products and services that minimize environmental impacts, at the lowest possible cost, consistent with the needs of the user departments with regard to durability, performance, delivery and service.

III. PROVISIONS

A. Competitive Bid Requirements

Except as otherwise provided by specific direction of the Library Board, all purchase orders or contracts for products or services in excess of twenty thousand dollars (\$20,000) shall be let, by free and open competitive bidding after advertisement, to the lowest responsible bidder, or any other bidder determined by the Library Board to be in the best interest of the Library.

B. Exclusions to Competitive Bid Requirements

1. Purchases Less Than Twenty Thousand Dollars: Purchases for products and services less than twenty thousand dollars (\$20,000) but more than five thousand dollars (\$5,000) may be made in the open market, without newspaper advertisement and without following the procedure for formal bidding contracts. Such purchases shall, whenever possible, be based on at least three (3) competitive proposals ascertained by direct mail, by telephone or fax, by email, or from vendor's price lists or other quote information.
2. Purchases Less Than Five Thousand Dollars: Purchases less than five thousand dollars (\$5,000.00) may be made without three (3) competitive proposals but shall be made with attention to the lowest possible cost, consistent with the needs of the user departments with regard to environmental impact, durability, performance, delivery and service.
3. Professional Services: Contracts for the services of individuals possessing a high degree of professional skill, where the ability or fitness of the individual plays an important part, by obtaining proposals instead of competitive bidding.

4. Specialized Contracts: The following types of contracts which by their nature are not adapted to award by competitive bidding shall not be subject to the competitive bidding requirements of this policy. However, such contracts in excess of twenty thousand dollars (\$20,000) shall be presented to the Library Board requesting permission to waive bids and approval to enter into a formal contract.
 - a. Contracts for supplies, materials, parts or equipment, which are available from a single source.
 - b. Contracts for utility services such as water, electricity, gas, or telephone.
 - c. Contracts for the purchase of magazines, books, periodicals and similar articles of an educational or instructional nature.
5. Emergency Contracts: In case of an emergency affecting the public health and safety, the Executive Director, or designee, shall authorize a vendor to perform any and all work necessary to resolve such emergency without public advertisement. Documentation of the emergency and the need for immediate action shall be presented to the Library Board for ratification where the costs exceed twenty thousand dollars (\$20,000).
6. Joint Purchasing: The Executive Director, or designee, is authorized to let joint purchasing contracts where the funds for such contracts have been previously budgeted and appropriated by the Library Board, according to the provisions of the "Governmental Joint Purchasing Act", 30 Illinois Compiled Statutes 525/01 et seq. However, such contracts in excess of twenty thousand dollars (\$20,000) shall be presented to the Library Board requesting permission to waive bids and approval to enter into a formal joint contract.

C. Selection of Vendors/Providers

1. For competitive bids/competitive pricing (bids), contracts will be awarded to bidders submitting bids responsive to the specifications and who are responsible bidders.
2. The Library reserves the right to:
 - a. Waive any informality;
 - b. Reject any or all bids or accept the bid deemed most favorable to the Library;
 - c. Award separate contracts with respect to separate items in the bids;
 - d. Award a contract based on the Trustees' evaluation of multiple variables, only one of which is price.
3. Comparison of bids is a subjective process requiring evaluation of multiple factors including price, accuracy, quality and completeness of the proposals, references, recommendations, and input from third parties. This process requires subjective

assessment of bidders by the Trustees as to overall suitability of a bidder for a project, product, or service, including assessment of:

- a. The ability, capacity, and skill of the bidder to perform the contract or provide the service required;
- b. Whether the bidder can perform the contract or provide service promptly, or within the time specified, without delay or interference;
- c. The character, integrity, reputation, judgment, experience, and efficiency of the bidder;
- d. The quality of bidder performance in previous contracts or services;
- e. The previous and existing compliance by the bidder with laws and ordinances relating to the contract or service;
- f. The financial resources and ability of the bidder to perform the contract or provide the service;
- g. The quality, durability, performance, availability, and adaptability of the supplies or contractual services to the particular use required;
- h. Environmental considerations as part of the factor analysis, including composition, production, delivery, use and disposal as appropriate;
- i. The ability of the bidder to provide future maintenance and service for the project in a cost effective manner;
- j. The bidder's record of experience.