**Administration**

PUR-15

Policy

Title: Purchasing Policy

Effective Date: 1/21/13

Authorized By: Library Board of Trustees

Date of Last Revision: 10/15/15

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.

Nothing in this policy shall be construed as to lessen the requirements as set forth in 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, materials**

This section shall pertain to the purchase of supplies, equipment, goods and material. It does not pertain to “library materials'” which are exempt by statute from the restrictions imposed by IC 36-1-9.

**Purchases under $50,000**

Purchases of this amount require no formal bids or quotes, although comparison shopping is

encouraged.

Single purchases in excess of $10,000 must be approved in advance by the Board, except when

an emergency exists or unique opportunity for substantial savings exists.

Purchases in excess of $200.00 by a delegated staff person must be approved by the Director in advance.

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

Purchases in this category generally require that quotes be solicited from at least three (3) person/businesses known to deal in the lines or classes of supplies to be purchased [IC 5-22-8-3].

1. An invitation to quote shall be issued by the Director, allowing at least seven (7) 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 $50,000.

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 4.) Information contained in The Code and The Manual adds further direction to this

 section.

5.) The variety of exceptions, preferences and exemptions stipulated in The Code and in

The Manual pertaining to purchases in excess of $150,000 may be considered when making purchases in this category.

**Purchases $150,000 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**

 Routine repair and maintenance shall be governed by Small Purchases Policy.

 The variety of exceptions, preferences and exemptions stipulated in The Code and in The Manual pertaining to purchases in excess of $150,000 may be considered when making purchases in this category.

**Real Estate**

All purchases 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.

1. There is no local Indiana business preference.
2. Bid threshold of $150,000
3. IC 36-1-12-4.9 Routine repair maintenance under $150,000

Purchase according to Library Small Purchasing Policy.

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 4.) New Construction under $150,000 (IC 36-1-12-5)

 Library must obtain at least three (3) quotes by mail.

 For projects under $25,000, quotes may be solicited by telephone or fax.

5.) Financial Statement, Statement of Experience, Proposed Plan and the Equipment the bidder has

available for the project now required for all projects of $100,000 or more, effective July 1, 2012, IC 36-1-12-4 (b)(6).

6.) (IC 5-16-7) after January 1, 2013 projects of less than $350,000 are not subject to the Common

 Construction Wage Law.

**In General**

1. Library may require “bid” or “performance” bonds.
2. A prescribed, pre-printed 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.