

PURCHASING POLICY

Deer Park Public Library shall follow the provisions of New York State law regarding public work and purchase contracts.

- Library materials: Books, magazines, Audio/Visual, and other such materials intended for patron use are generally purchased from vendors offering volume discounts or vendors offering a state contract unless such material is only available from the publisher.
- Except as provided by law, all public work contracts in excess of \$35,000, and all purchase contracts in excess of \$20,000, shall be subject to competitive bidding.
- For public work and purchase contracts which fall below the competitive bidding thresholds stated in #2 above, the following conditions shall apply:
 - Whenever practicable, quotes shall be obtained as per attached schedule;
 - Goods or services shall be exempt from comparative price quotes if:
 - Procured from New York State, Suffolk County, Town of Babylon contract;
 - Emergency situation;
 - Professional Service;
 - Sole source provider;
 - Procured under a contract let by the United States of America or any agency thereof, any state or any other county or public subdivision or district therein in accordance with the General Municipal Law;
 - Procured pursuant to State Finance Law and 175-b (from agencies for the blind or other severely handicapped, special employment programs for the mentally ill or veterans' workshops);
 - Procured pursuant to Correction Law and 186 (articles manufactured in correctional institutions).
 - Under normal circumstances, contracts shall be awarded to the lowest responsible bidder. Circumstances under which the contract may not be awarded to the lowest bidder may include, but are not limited to:
 - Vendor cannot guarantee delivery of goods or services within the time frame or under the conditions established by the Library;
 - Vendor's terms of payment are disadvantageous to the Library; *e.g.* full payment before commencement of work or delivery of goods;
 - Vendor cannot comply with the full specifications of goods or services as set forth by the Library;
 - Vendor's warranty for goods or services is deemed inadequate by the Library;
 - Vendor's after-purchase support is deemed inadequate by the Library.
 - Best Value Determinations:
 - In its discretion, the Library may adopt a resolution to authorize the award of a purchase contract exceeding \$20,000.00, based on the best value as opposed to the lowest responsible bidder. The best value standard may only be used for purchase contracts, which includes contracts for service work, but excludes any purchase contracts necessary for the completion of a public works contract pursuant to Article 8 of the Labor Law. When awarding contracts under the best value standard, the Library must consider the overall combination of quality, price and other elements of the required commodity

or service that in total are optimal relative to the needs of the Library. Use of the best value standard must rely, whenever possible on objective and quantifiable analysis. The best value standard may identify as a quantitative factor whether offerors are small businesses or certified minority – or women-owned business enterprises as defined in New York Executive Law § 310. Use of the best value standard for the procurement of goods and services requires approval from the Board of Trustees. The Board must also approve the factors to be considered when awarding contracts under this standard.

- Whenever any contract is awarded to someone other than the lowest responsible dollar offeror, the Library shall document and justify why the purchase is in its best interest.
- The Board of Trustees shall annually review these policies and procedures. The Library Director shall be responsible for conducting an annual review of the procurement policy and an evaluation of the internal control structure established to ensure compliance with the procurement policy.
- No purchase of goods or services shall be made from any Vendor in which a Trustee or the Library Director holds a full or partial interest.
- The unintentional failure to fully comply with the provisions of this General Municipal Law, Section 104-b shall not be grounds to void action taken or give rise to a cause of action against the Deer Park Public Library or any officer or employee thereof.

Approved by Board of Trustees January 22, 2014

This listing is an integral part of the Purchasing Policy

Type of Purchase	<u>Verbal Quotes</u>		<u>Written Quotes</u>		RFP
	None	Two	None	Two	

PURCHASE CONTRACTS:

Under \$1,000	X		X	
\$1,000 - \$5,000		X	X	
Over \$5,000				X

PUBLIC WORK (Labor):

Under \$2,000	X		X	
\$2,000 - \$5,000		X	X	
Over \$5,000				X

PROFESSIONAL SERVICES:

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