

d) 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 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, wherever 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.

4. 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.
5. 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.
6. 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.
7. 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.

Policy last approved by the Board of Trustees July 24, 2002

**Revised policy reviewed by counsel, approved by the
Board of Trustees January 22, 2014**

**Reviewed and reapproved by the
Board of Trustees October 28, 2020**

DEER PARK PUBLIC LIBRARY - PURCHASING POLICY

This listing is an integral part of the Purchasing Policy

Type of Purchase	<u>Verbal Quotes</u>		<u>Written Quotes</u>		R F P
	None	Two	None	Two	

PURCHASE CONTRACTS:

<u>Under \$ 1,000</u>	<u>X</u>		<u>X</u>	
<u>\$ 1,000 - \$ 5,000</u>		<u>X</u>	<u>X</u>	
<u>Over \$ 5,000</u>				<u>X</u>

PUBLIC WORK (Labor)

<u>Under \$ 2,000</u>	<u>X</u>		<u>X</u>	
<u>\$ 2,000 - \$ 5,000</u>		<u>X</u>	<u>X</u>	
<u>Over \$ 5,000</u>				<u>X</u>

PROFESSIONAL SERVICES

X