

Ontario Public Library

Policy 4006

PROCUREMENT

The Office of General Service (OGS) Procurement Information for local governments and special processing units (SPU) such as the Ontario Public Library is covered under NY General Municipal Law (GML) 301 and allow local policies and procedures as adopted herein.

Purchase contracts involving expenditures in excess of \$20,000 and contracts for public work involving expenditures in excess of \$35,000 are generally subject to competitive bidding under the law

Goods and services for which competitive bidding is not required by NYS law shall be procured in a manner which:

- a. assures the prudent and economical use of public funds,
- b. is in the best interests of the taxpayers,
- c. will facilitate the purchase of goods and services of maximum quality at the lowest possible price, and
- d. guards against favoritism, fraud, corruption and extravagance.

OPL will consider these kinds of purchasing arrangements as available.

Piggybacking on existing contracts. This means that you can receive the same services and commodities as the contract holders at the same price.

Cooperative purchasing. This is when two or more local entities seek to purchase goods or services together, resulting in greater purchasing power and cost savings. Any city, town, village, county, fire or school district, BOCES, and improvement districts can sign an intergovernmental cooperative agreement to seek procurement together.

Purchasing Methods for Non-Bid Items

1. Cash management including petty cash are detailed in Policy 4064, the Financial Policy.
2. All other purchases require a Purchase Order (P.O.) authorized by the Library Director. All claims are reviewed by the Board of Trustees and warrants voted for Board approval and payment.
 - a. P.O.s are not required for petty cash purchases.
 - b. P.O.s are not required for routine goods and services pre-approved annually for payment, by the Board of Trustees at their first meeting of the fiscal year.
 - c. Ongoing and continuous purchases made for the circulating collection do not require unique P.O.s.
 - d. The Library Assistant and/or Senior Clerk Typist manages P.O.s for accounting and reporting.

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3. Equipment purchases whether through competitive or non-competitive bid must be approved by the Trustees prior to purchase when the cost equals 50% or more of the budget line.
4. Staff development costs must be approved by the Trustees, prior to purchase, when the costs equal 25% or more of the budget line. (Policy 2050)

Purchasing for Bid Items

Purchases in the amount of \$5000 or greater shall occur with documentation to the Trustees as follows:

Estimated Amount	Method of Purchase
\$65.00 to \$5,000	left to discretion of Library Director within budgetary appropriations.
More than \$5,000 to \$19,999	two (2) written/fax/email quotations with approval of Trustees

Statutory Exceptions to this Policy

This policy shall not apply to the following purchases, as provided by law:

- Items purchased under county contract (General Municipal Law §103 [3])
- Items purchased under state contract (General Municipal Law §104)
- Articles manufactured in NYS Correctional Institutions (Corrections Law §184, 186)
- Professional services of an attorney, engineer, insurance agent/broker, physician, land surveyor, certified public accountant, investment management advisor, printing services involving extensive writing, editing or art work, management of programming services, emergency purchases, surplus & second-hand purchases from another governmental body.