

Title: Purchasing Policy

Effective Date: 1/21/13

Authorized By: Library Board of Trustees

Date of Last Revision: 8/16/23

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.

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”).

All purchases and contracts will be executed following the appropriate Indiana State Statutes and other applicable laws.

Supplies, equipment, goods, materials, and services

This section shall pertain to the purchase of supplies, equipment, goods, material and services. 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 a unique opportunity for substantial savings exists.
- Purchases in excess of \$200 by a delegated staff person must be approved by the Director or Assistant 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) persons/businesses known to deal in the lines or classes of supplies to be purchased [IC 5-22-8-3].

- An invitation to quote shall be issued by the Director, allowing at least seven (7) days before quotes are due to the library.
- The director shall present responsive quotes to the Board for its review and decision.
- 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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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.

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.

- There is no local Indiana business preference.
- Bid threshold of \$150,000
- IC 36-1-12-4.9 Routine repair maintenance under \$150,000 will be considered services under other provisions of this policy
- 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.

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.