BARTHOLOMEW COUNTY PUBLIC LIBRARY

PURCHASING POLICY

A. Bartholomew County Public Library follows public purchasing laws of Indiana Code 5-22.

B. The library seeks the most economical advantage with acceptable quality when making purchases.
   1. Consideration is given to vendors who offer competitive pricing, acceptable quality, and ability to provide timely service.
   2. Specifications for purchases are set by the Library Director with advice from the Library Board of Trustees.

C. The Library Director, Business Manager, and Assistant Business Manager are designated as the library's Purchasing Agents for goods and services.

D. All purchases of real estate are made by the Library Board of Trustees.

E. All checks and reimbursements are approved for payment by the Library Board of Trustees.

F. Prices obtained from responsible suppliers of goods or services are compared for purchases of less than $50,000.
   1. Comparison pricing can be obtained via telephone, letter, email, fax, or web site.
   2. Purchases will not be artificially divided so as to fall below the $50,000 threshold.

G. Purchases of at least $50,000 and not more than $150,000 require inviting quotes from at least three persons or companies known to deal in the supplies or services to be purchased, unless exempting circumstances apply. (See Section J.).
   1. Invitations for quotes allow at least seven days for a reply.
   2. A successful quote is judged by competitive pricing, acceptable quality, and ability to provide timely service.
   3. The library can reject any and all unsatisfactory quotes.
   4. If no quotes are received, the purchasing agent can select a provider for the supplies or service.
   5. Purchases will not be artificially divided so as to fall below the $150,000 threshold.

H. Purchases and contracts for more than $150,000 require a competitive bidding process, unless exempting circumstances apply. (See Section J.)
   1. The successful bid is chosen by consideration of price, quality of materials or services, and ability of the bidder to complete the project or purchase.
   2. The library can reject any and all unsatisfactory bids.
I. The threshold for which bid, performance, and payment bonds are required for state or local public works projects is $200,000.

J. Repairs and purchases that do not allow time or circumstances for bids/quotes will be made in accordance with Indiana Law. These can include, but are not limited to:
   1. Emergency repairs.
   2. Purchases for which only a single source can supply parts or materials that are compatible with existing library equipment and procedures.
   3. No acceptable quotes/bids have been received.

K. The library may establish charge accounts with businesses from which the library will make purchases on a continuing basis.
   1. Such an account will be for a single type of purchase such as, but not limited to, fuel for library vehicles or materials for library programming.

L. A library employee can be reimbursed for a library-related expense.
   1. A tax exempt certificate should be presented to the seller.
   2. Sales tax will not be reimbursed to the library employee.
   3. Reimbursement is limited to the purchase of items that would be allowed for direct library purchase by the Indiana State Board of Accounts.

M. Prepayment of advertising expenses is acceptable as set forth by the Board of Trustees via a resolution and in compliance with Indiana Law.

N. Prepayment of staff continuing education expenses is acceptable as set forth by the Board of Trustees and in compliance with Indiana Law.

O. Contractual services are reviewed annually, before the coming year’s budget is prepared, by the Library Director.
   1. Decisions for any changes will be made to the Library Director.

P. This policy becomes effective on July 1, 2007.