

PURCHASING POLICY

(Adopted September 1998- Amended August 2019)

Designation of Purchasing Agency. The Mooresville Public Library Board of Trustees is hereby designated as the Purchasing Agency for the Library.

Designation of Purchasing Agent. The Mooresville Public Library Executive Director shall serve as the 'purchasing agent' for the library. He/she may delegate authority to other staff members but bears the ultimate responsibility for purchases made.

The Purchasing Agent is authorized to make small purchases up to \$50,000 on the open market without soliciting bids, quotes, or proposals. The Purchasing Agent shall compare prices from as many suppliers of the goods or services as is practical, and shall purchase from that supplier where the total costs are lowest, when the quality and timeliness of delivery are comparable. If the Library has a previous relationship with a vendor, additional consideration will be given if the relationship is deemed to be in the best interest of the library.

The Purchasing Agent is authorized to establish charge accounts and obtain credit cards and undertake electronic transactions for purchases under this section.

In general, merchandise shall have been received before payment is remitted. It shall be the responsibility of the Purchasing Agent to approve situations when prepayment is required by the vendor. No expense shall be paid without a pre-existing appropriation.

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").

Supplies, equipment, goods, materials

This section shall pertain to the purchase of supplies, equipment, goods and materials. It does not pertain to "library materials," which are exempt by statute from the restrictions imposed by I.C. 5-22 in accordance with IC 36-12-3-16, to-wit: books, magazines, all other forms of library and audiovisual materials. While staff members responsible for purchasing these items are not encumbered by quote or bid process, the Purchasing Agency expects them to use due diligence in seeking out the most economical sources for the items.

Purchases under \$25,000

Purchases of this amount require no formal bids or quotes, although comparison shopping is encouraged.

The Purchasing Agent is authorized to make purchases in amounts equal to or less than \$25,000 without the prior consent of the Purchasing Agency. Any purchases greater than \$25,000 must be approved by the Purchasing Agency.

Purchases in excess of \$500.00 by a delegated staff person must be approved by the Purchasing Agent in advance.

The variety of exceptions, preferences and exemptions stipulated in The Code and The Manual pertaining to purchases in excess of \$75,000 may be considered when making purchases in this category.

Purchases between \$25,000 and under \$50,000

Purchases of this amount generally require that quotes be solicited from at least three persons/businesses known to deal in the goods or services sought to be purchased.

- 1) An invitation to quote shall be issued by the Purchasing Agent, allowing at least seven days before quotes are due to the library.
- 2) The Purchasing Agent shall present responsive quotes to the Purchasing Agency for its review and decision.
- 3) Purchase requirements may not be artificially divided so as to constitute a small purchase.
- 4) If no responsive quotes are received, the Purchasing Agent may select a vendor as though it were a purchase under \$25,000.
- 5) Information contained in The Code and The Manual add further direction to this section.
- 6) The variety of exceptions, preferences and exemptions stipulated in the The Code and in The Manual pertaining to purchases in excess of \$75,000 may be considered when making purchases in this category.

Purchases \$50,000-\$150,000

If the Purchasing Agent expects the purchase to be at least \$50,000 and not more than \$150,000, the Purchasing Agent shall invite quotes from at least three persons known to deal in the goods or services to be purchased. The Purchasing Agent shall comply with all provisions of IC 5-22-8-3 when making purchases between \$50,000 and \$150,000. Indiana Code 5-22 and the guidelines contained in The Manual will be the source of authority in this procedure.

Purchases \$150,000 or more If the Purchasing Agent expects the purchase to exceed \$150,000, the Purchasing Agent shall prepare a Requests for Proposals or follow the competitive bidding procedure as specified in IC 5-22-7 *et seq.*, except for those conditions which allow for special purchasing methods as defined in IC 5-22-10 *et seq.*

Services

Annual maintenance contracts, as well as unexpected individual service or repair expenses, in excess of \$10,000 shall be approved by the Purchasing Agency.

The variety of exceptions, preferences and exemptions stipulated in the The Code and in The Manual pertaining to purchases in excess of \$75,000 may be considered when making purchases in this category.

Real Estate

All purchases of real estate, improved or unimproved, shall be made only with the prior consent of the Purchasing Agency 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.

- 1) Emergency conditions-threat to public health, welfare or safety
- 2) A unique opportunity for substantial savings
- 3) At auction
- 4) Data processing hardware, supplies and services, for the sake of continuity and compatibility
- 5) No responsive offer received using other methods
- 6) Substantial savings afforded governmental body, i.e. companies which routinely offer special prices to units of government
- 7) When only a single source for the particular item can be found
- 8) Contract with Federal or State agency
- 9) A gift of goods (not a restricted cash donation)
- 10) Purchases from a public utility, the Indiana Department of Correction or from a rehabilitation center
- 11) Purchases from a 'small businesses' (retail sales not more than \$500,000)

Preferences

Indiana statutes recognize purchasing preference for: (see The Manual for further explanation)

- 1) Recycled materials
- 2) Soy diesel/bio diesel
- 3) Indiana businesses
- 4) Coal mined in Indiana
- 5) Supplies manufactured in the United States

In General

- 1) The Purchasing Agent may require "bid" or 'performance' bonds.
 - 2) A prescribed, pre-printed form for bids on equipment, supplies, etc. is not required; the Purchasing Agent shall prescribe the information to be provided by prospective vendors.
 - 3) The Purchasing Agent 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.
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Quick Reference Section

The following information is taken from The Manual and is provided for ease of reference. Refer to The Manual and The Code for complete information.

Special Purchasing Methods

The Purchasing Agent shall keep a register of Special Purchase contracts with value of \$75,000 or more.

Selected scenarios for special purchasing i.e. a non-bid situation, are: (See applicable statute or The Manual for a complete list and details.)

Adopted, September 1998 Revised in August 2019

