Growing with Our Community

LEVITTOWN PUBLIC LIBRARY

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http://www.levittownpl.org Trina Reed, Director

LEVITTOWN PUBLIC LIBRARY
POLICY
PROCUREMENT AND PURCHASING

The Levittown Public Library (hereinafter, the "Library") shall follow the intent and provisions of New York State General Municipal Law regarding public work and purchase contracts.

Any item or items, the cost of which exceeds or is expected to exceed $20,000 in any fiscal year, may be procured through State, County or other local public purchase contracts as authorized by General Municipal Law §103(3) and 104, if such contracts exists. Vendors will be solicited to determine if a Federal purchase contract is available. If State, County, Federal, School District, BOCES or other applicable public works contracts are not utilized, the competitive bidding procedure of General Municipal Law §103 will be followed.

Where a service meeting the definition of a public work is to be procured, and the cost of such service exceeds $35,000, unless the service is obtained through a State or County or other public contract as enumerated above, the competitive bidding procedure of General Municipal Law §103 shall be followed.

Procurement of any item or items, the cost of which does not or is not expected to exceed $20,000 in any fiscal year, shall be based on solicitation of offers either in writing, by telephone, or verbally. A record shall be maintained indicating the date and source of the response to the solicitation. The Director is delegated the discretion of not making a purchase from the offer of the lowest price, provided a record is kept wherein the reason or reasons are documented for not accepting the lowest offer. The reason or reasons shall be based on one or more of the following:

a) Vendor cannot guarantee delivery within the time frame or under the conditions established by the Library;
b) Vendor's or Contractor's terms for payment are disadvantageous to the Library, e.g. payment before commencement of work or delivery of goods;
c) Vendor cannot fully comply with the Specifications for goods or services as set forth by the Library;
d) Failure of the product to perform in a manner comparable with products previously used;
e) Vendor warranty for goods or services is deemed inadequate by the Library;
f) Vendors post-purchase support services are deemed inadequate by the Library;
g) Other reasons not in conflict with the intent of General Municipal Law §104b.

Procurement of Material Under the Bid Limits

Whenever feasible, State Contracts, County Contracts, Municipal and Cooperative agreements, Industries for the Blind or Disabled may be used for purchases that are not required to be bid. When it is determined not to order from the above contracts or agencies, the following procedure will be followed:

The library will solicit at least three competitive quotations for public works and purchase contracts. Such price quotes will be either written or verbal based on the following criteria:

METHODS OF COMPETITION TO BE USED FOR NON-BID PROCUREMENTS

1. For purchase contracts not subject to competitive bidding:

Estimated Amount of Purchase Contract	Procedure
Under $1,000	Discretion of authorized staff
$1,001 - *$5,999*	Documented telephone quotes from at least three separate vendors (if available)
$6,000 - $20,000	Formal written quotes from at least three separate vendors (if available)

Estimated Amount of Public Works Contract	Procedure
Under $2,500	Discretion of authorized staff
$2,501 - $8,749	Documented telephone quotes from at least three separate vendors (if available)
$8,750 - $35,000	Formal written quotes from at least three separate vendors (if available)

The results must be attached to the purchase order (on a form provided for this purpose). The process of soliciting competitive quotations, as long as the procurements are below the monetary thresholds, is not necessary if the procurement adds to an existing system, and it is in the library's best interest to deal with one vendor for a particular system.

It will be the policy of the Board of Library Trustees to award contracts for goods and services, as recommended by the Director, based on quoted price, references and any other factor it deems to be in the Library's best interest.

The following shall be provided for on all purchase orders:

1. Name, address and telephone number of the vendor;
2. Name of the contact person at the company;
3. Item(s) to be purchased, specifying quantity, brand name and model number if available.
4. Unit price of each item, the extended price, and the total price of the order including shipping costs.

Proposals for contracts for professional services requiring special skill or training such as: legal and medical services; property appraisals, engineers and architects; investments management; and auditing; and claims management shall be solicited. However, the Board may decide if the solicitation of requests for proposals is in the best interest of the organization.

The Board of Library Trustees reserves the right to waive the above procedures in Emergency situations that are declared as such in public session or, when necessary, through polling by the Library Director, Assistant Director, or Assistant to the Director.

Only the Director, the Assistant Director, and the Assistant to the Director are authorized to sign purchase orders. Contracts may be signed by the President or Vice President of the Library Board or another Board Member or by the Library Director when authorized by the Board of Library Trustees.

BEST VALUE PROCUREMENT STANDARD

In the alternative to the above-referenced procurement procedures, pursuant to General Municipal Law §103(1) and New York State Finance Law §163, the Library is authorized to employ the Best Value Standard as part of its procurement policies/procedures. The Best Value Standard is defined in New York State Finance Law §163. 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 offerers are small businesses or certified minority- or women-owned business enterprises as defined in New York Executive Law §310. 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 Eight of the Labor Law.

Adopted by the Board of Library Trustees, March 2, 2005.
Reaffirmed by the Board of Library Trustees, July 7, 2010; July 5, 2011; July 11, 2012.
Amended by the Board of Library Trustees, October 3, 2012.
Reaffirmed by the Board of Library Trustees, July 3, 2013; July 2, 2014; July 1, 2015; July 6, 2016; July 5, 2017; July 11, 2018; July 10, 2019; July 1, 2020; July 7, 2021; July 6, 2022.