

# UTICA PUBLIC LIBRARY PURCHASE POLICY

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1. The library director shall be the chief purchasing agent of the library and is responsible for the library-wide purchasing function. (S)he may delegate authority to other staff members to make purchases within their respective budgets as necessary.
2. All purchases shall be made within the legal requirements of the laws of Michigan and of the United States.
3. Purchases under \$3,000 of a single item are to be purchased using the best judgment of the Director or designated purchasing agent, as to source of supply, based on the best available information.
4. All purchases with an estimated total cost between \$3,000 and \$30,000 shall require written quotes either in person, telephone, or fax, from at least three prospective bidders, if available. The bids shall be awarded by the Library Board of Trustees.
5. All purchases with an estimated total cost between \$30,000 and \$50,000 shall require written quotes from bidders, from at least three prospective bidders, if available. The bids shall be awarded by the Library Board of Trustees.
6. All purchases with an estimated cost of over \$50,000 shall require formal competition as deemed appropriate, including but not limited to competitive sealed bids, requests for proposals, quality-based selection, negotiated purchases, etc. Awards shall be made to the offeror determined to be the best qualified based on evaluation factors, including but not limited to conformity with specifications, competitiveness of bid, terms of delivery, quality, value, previous work performed for the library/city and serviceability.
7. Purchases of \$25,000 or greater shall be brought to the library board for final approval. The bids shall be awarded by the Library Board of Trustees, who reserve the right to accept any proposal, to reject any or all proposals, and to waive any defeats or irregularity in the proposal if it appears advantageous to the library to do so.
8. Competitive bidding is not required under the following circumstances:
  - A. Where the goods or services are economically procurable from a single source.
  - B. Where the services required are for professional skills.
  - C. In emergencies involving public health, public safety, or where immediate expenditure is necessary.
  - D. Contracts for the maintenance or servicing of equipment which are made with the manufacturer or authorized service agents of that equipment.
  - E. Where the goods or services are procured from another governmental agency or through a library cooperative program in which prices have been previously determined by competitive bidding.

- F. Purchases and contracts for the use, purchase, or installation of proprietary software.
  - G. Contracts which by their nature are not adapted to award by competitive bidding.
  - H. For similar purchases from a vendor that has won a competitive bidding process from the library within the past two years so long as the price has not increased substantially.
  - I. If a contractor is providing an ongoing service to the library's satisfaction and as long as the annual increase does not exceed 2%; such services shall be put out for bid at least every 4 years.
  - J. From major library vendors that are supplying proprietary computer hardware and software, books, audiovisual materials, electronic and periodicals subscriptions, and other items intended for checkout.
9. If a threat to public health, safety, or welfare exists and the library must make emergency procurement, following established procedures as much as is practicable under the circumstances. A written justification of the nature of the emergency and for the selection of the particular vendor shall be submitted to the library board and shall become part of the record for the purchase.
10. If the library director deems property to be obsolete, surplus or salvage and is no longer needed for library or public purposes, the property may be offered for sale except as restricted by law. The library director or his/her designee may sell individual pieces of property not exceeding \$5,000 in value or \$25,000 in total. Property with a value of \$5,000 or greater may be sold after approval of the sale has been given by the library board. If property remains unsold after reasonable attempts to obtain cash for the item, it may be donated or discarded.

Approved: Board of Trustees 1.19.2022  
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