Procurement and Bidding

The Board of Trustees of Lee-Whedon Memorial Library adopts the following policy governing procurement and bidding. The Library shall follow the provisions of New York State Law, specifically General Municipal Law regarding public work and purchase contracts.

The General Municipal Law requires purchase contracts for materials, equipment, and supplies involving an estimated annual expenditure exceeding $20,000 and public work contracts involving an expenditure of more than $35,000 will be awarded only after responsible bids have been received in response to a public advertisement soliciting formal bids.

Purchase contracts and public works contracts subject to competitive bidding will be awarded to the lowest responsible bidder. However, the Board authorizes that purchase contracts may be awarded on the basis of best value, as defined in law.

Circumstances under which the contract may not be awarded to the lowest responsible bidder may include, but are not limited to:
- Vendor cannot guarantee delivery of goods or services within the time frame or under the conditions established by the Library;
- Vendor's terms of payment are disadvantageous to the Library;
- Vendor cannot comply with the full specifications of goods or services as set forth by the Library.

Competitive bidding, even if the dollar value of the purchase meets the threshold established above, is not required in the following circumstances:

- In emergencies or situations where time is a crucial factor;
- Procurements for which there is no possibility of competition (sole source items;
- Professional services that require special skill or training.

Goods and services that are not required by law to be procured by the Library through competitive bidding will be procured in a manner so as to ensure the prudent and economical use of public monies, in the best interest of the taxpayers, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances, and to guard against favoritism, extravagance, fraud, and corruption.

Statutory exceptions from obtaining quotations and proposals in accordance with this policy:

- Articles manufactured in state correctional institutions;
- From agencies for the blind and severely disabled;
- Under a state or county contract.

Bid Selection

The Library will provide justification and documentation of any contract awarded an offer other than the lowest responsible dollar offer or, setting forth the reasons why such award is in the best interest of the Library and otherwise furthers the purposes of section 104-b of the General Municipal Law.

No Board member, officer or employee of the Library shall have an interest in any contract entered into by the Library, as provided in Article 18 of the General Municipal Law.

The unintentional failure to fully comply with the provisions of section 104-b of the General Municipal Law or Library policies regarding procurement will not be grounds to void action taken nor give rise to a cause of action against the Library.

It is the goal of the Board to purchase competitively, without prejudice or favoritism, and seek the maximum value towards the Library's mission for every dollar expended.

Competitive bids or quotations shall be solicited in connection with purchases pursuant to law.

Purchases

Contracts, services and purchases of $1,000 or less may be negotiated by the Director without Board approval if such expenditures are provided for and funds are available in the current budget. The Board will be informed of such expenditures.

Contracts, services and purchases estimated to cost $1,000 to $3,999 shall require prior approval by the Board.

Contracts, services and purchases in excess of $4,000 but not exceeding $20,000 shall be negotiated by the Director with Board approval. Three written quotes will be solicited.

Contracts, services and purchases $20,000 – $34,999 requires a formal bid process except as provided under this policy and law.

Over $35,000 – Formal bid process.

Adopted April 2014
Amended Nov 2018