

## DANVILLE-CENTER TOWNSHIP PUBLIC LIBRARY

### PURCHASING POLICY

The Danville-Center Township Public Library Board is a governmental body that is authorized to enter into contracts under the Indiana Public Purchasing Law. The Danville-Center Township Public Library Board is the APurchasing Agency≡.

The APurchasing Agent≡ of the Danville-Center Township Public Library is the Director of the library. The Director may delegate authority to other staff members but bears the ultimate responsibility for purchases made.

In general, merchandise shall have been received before payment is remitted. It shall be the responsibility of the Director 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 set forth in the *Indiana Code* (AThe Code≡) and explained in the State Board of Accounts *Accounting and Uniform Compliance Guidelines Manual for Libraries* (AThe Manual≡).

### **Supplies, Equipment, Goods, Materials**

This policy pertains to the purchase of supplies, equipment, goods, and materials. It does not pertain to Alibrary materials≡, which are exempt by statute from the restrictions imposed by I.C. 36-1-9, to wit: books, magazines, pamphlets, films, filmstrips, microfilms, slides, transparencies, phonodiscs, phonotapes, models, art reproductions, and all other forms of library and audiovisual materials. While staff members responsible for purchasing these items are not encumbered by a quote or bid process, the Board 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.

Single purchases in excess of \$1,000 must be approved in advance by the Board, except when an emergency exists.

Purchases by a delegated staff person must be approved by the Director 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 \$75,000:**

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

- 1) An invitation to quote shall be issued by the Director, allowing at least seven days before quotes are due to the library;
- 2) The Director shall present responsive quotes to the Board for its review and decision;
- 3) If no responsive quotes are received, the library may select a vendor as though it were a purchase under \$25,000;
- 4) Information contained in *The Code* and *The Manual* add further direction to this section;
- 5) 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 \$75,000 and over:**

Purchases of this value must be purchased following competitive bidding procedures, unless exempting circumstances apply. I.C. 5-22 and the guidelines contained in *The Manual* will be the source of authority in this procedure.

### **Services**

Annual maintenance contracts, as well as unexpected individual service or repair expenses, in excess of \$1,000 shall be approved by the Board.

The variety of exceptions, preferences and exemptions stipulated in *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 Board 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 APublic Works Law, I.C. 36-1-12.

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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.

The Director shall keep a register of special Purchase contracts with a value of \$75,000 or more. Selected scenarios for special purchasing, i.e. a non-bid situation are:

- 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 A small business≡ (retail sales not more than \$500,000).  
(See applicable statute or The Manual for a complete list and details)

### Preferences

Indiana Statutes recognize purchasing preference for:

- 1) Recycled materials;
- 2) Soy diesel/bio diesel;
- 3) Indiana business;
- 4) Coal mined in Indiana;
- 5) Supplies manufactured in the United States.  
(See *The Manual* for further explanation)

### In General

- 1) A library may require A bid≡ or A performance bonds;
- 2) A prescribed, pre-printed form for bids on equipment, supplies, etc. is not required; the library shall prescribe the information to be provided by prospective vendors;
- 3) The library 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, it may not be renewed.