

Florida Public Library
Procurement Policy

General Municipal Law (GML) requires the adoption of internal policies and procedures governing all procurement of goods and services which are not required to be made pursuant to the competitive bidding requirements of GML, §103 or any other general, special or local law.

Goods and services procured by the Library shall be purchased to assure the economical and prudent use of funds, to secure maximum quality at the lowest possible cost under the circumstances and to guard against favoritism, waste, fraud and corruption. All disbursements from library funds must fall within a budget approved by the board of trustees.

Every purchase to be made shall be reviewed to determine whether it is a purchase contract or public works contract. Once that determination is made, a good faith effort will be made to determine whether it is known or can be reasonably expected that the aggregate amount to be spent on the time or service is not subject to competitive bidding, taking into account past purchases and the aggregate amount to be spent in a year.

Budgeted disbursements to avoid late charges or interest and contractual arrangements are considered pre-approved by the board and may be released for payment by the Director. The Library shall follow all laws related to prevailing wage. All purchases require a purchase order signed by the Director or her designee with appropriate documentation and written quotes as necessary and kept on file for audit review. In the case of emergencies, or circumstances requiring immediate action, the Director shall be authorized to spend up to \$5,000 without prior board approval.

The following method of purchase will be used to achieve the highest savings:

Estimated Amount of Purchase	Method
Up to \$999	Discretion of Director
\$1,000 to \$9,999	2 oral quotes
\$10,000 to \$19,999	3 written quotes

Estimated Amount of Public Works Contract	Method
Up to \$999	Discretion of Director
\$1,000 to \$14,999	2 written quotes
\$15,000 to \$34,999	3 written quotes

Reference to catalog or price lists is not an acceptable substitute for receiving written or oral quotes. All information gathered in complying with the procedures of this policy shall be preserved and filed with documentation supporting the subsequent purchase or public works contract. The lowest responsible proposal or quote shall be awarded the purchase or public works contract unless the purchaser prepares a written justification providing reasons why it is in the best interest of the Library and taxpayers to make an award to a lower bidder. If a bidder is not

deemed responsible, the facts surrounding the judgment shall also be documented and filed with the record of the procurement.

Except when directed by the board of trustees, no solicitation of proposals or quotations shall be required for the following items which are not subject to competitive bidding under GML, §103:

Purchase contracts under \$20,000 and public works contracts under \$35,000;

Purchases of Library materials, such as books, audio-visual and other materials;

Professional services;

Emergency purchases;

Sole source situations;

Goods purchased from agencies for the blind and severely handicapped;

Goods purchased from correctional facilities;

Goods purchased from another governmental agency;

Goods purchased under state and county contracts;

Goods purchased at auction.

The unintentional failure to fully comply with the provisions of GML, §104-b shall not be grounds to void action taken or give cause of action against Florida Public Library or any officer or employee thereof.

The Director is authorized by the Board of Trustees to direct the procurement of goods, services and capital items in accordance with the Library's approved budget. Purchases not previously budgeted and coming from the Reserve Repair account must be approved by the Board of Trustees in advance. No purchase of goods or services shall be made from any vendor in which elected officials of the Library, i.e. the Board of Trustees or Library administration, hold a full or partial interest. No member of the Board of Trustees or staff shall accept any personal gift or receive any personal benefit from any supplier, potential supplier, or their representative.

The Board of Trustees must approve procurements, such as leases and lease/purchase agreements which legally obligate the Library to expenditures beyond a single fiscal year.

This Procurement Policy shall be reviewed on a biennial basis.

Adopted by the Board of Trustees: February 4, 2019