

Purchasing and Bidding

PURCHASING

The Board of Trustees of Bacon Memorial District Library has sole responsibility for all purchase contracts. The Director is charged with the procurement of all approved budget items. All purchasing is supervised by the Director, and the Director approves all purchase orders.

BIDDING

1. Purchases involving the procurement of an item or service which will necessitate the expenditure of less than five thousand dollars (\$ 5,000) within a given fiscal year shall be awarded at the discretion of the Library Director.
2. Purchase of an item, including services, involving an expenditure between \$5,000 and \$10,000 shall be awarded on the basis of at least three bids when available. Bids will be addressed to the Director, tabulated, and presented to the Board for award. A tabulation of the bid(s) will be included with the Board Agenda preceding the meeting at which the Board may award such bid(s).
3. Purchase of an item, including services, involving an expenditure above \$10,000 shall be awarded on the basis of at least three sealed competitive bids, when available. The bids shall be opened at an advertised public opening. The Library Director will prepare an analysis and recommendation to the Board.
4. Emergency purchases may be made without utilizing the bidding process. An emergency may arise out of an accident or other unforeseen occurrence that could affect the life, health, or safety of patrons or staff where immediate action cannot await competitive bidding. In such cases, the Director shall authorize the purchase and report to the Board by phone and follow-up letter within 24 hours of said emergency.
5. Bidding procedures may be waived for goods and services purchased from a group bid, such as a consortium or state bid list. Purchases made jointly by the Library Network libraries will be made under Library Network procedures; the Bacon Library Board will make the decision whether Bacon Library is to participate in such a purchase.
6. A Certificate of Insurance shall be required any time contract labor or material is to be utilized on library property. (Bidding specifications will set forth minimum limits.)

7. A bid bond in the amount of 5% may be submitted for all contracted work exceeding \$10,000. A Bid Bond for contracted work less than \$10,000 may be required at the discretion of the Director and the Board.
8. A Performance Bond of 100% of the contract amount may be required for all contracted services exceeding \$10,000. A Performance Bond for contracted work less than \$10,000 may be required at the discretion of the Director and the Board.
9. In instances where more than one item (brand) is acceptable in the bidding process, the term “or equal” must be evidenced.
10. The Director, and any other staff member responsible for developing a bid, shall be present at the Board meeting when the bids are presented.
11. The Board of Trustees reserves the right to reject any or all bids and to accept the bids that appear to be in the best interest of the Bacon Memorial District Library.