

Joseph T. Simpson Public Library
Purchasing Policy
Adopted June 14, 2016
Revised May 15, 2019
Revised March 9, 2021
Revised April 23, 2024

Under direction of the Library Board of Trustees (Trustees), the Executive Director (Director) or designee shall have the authority to purchase or lease products and services to provide the best value and most efficient services possible. Expenditures outside the total annual budget shall require prior approval of the Trustees.

Purchase Amounts Exceeding the PA Department of Labor and Industry Bidding Threshold

Services and goods costing an amount that exceeds the PA Department of Labor and Industry's bidding threshold (adjusted annually and advertised in the PA Bulletin) will require at least three written price quotations. Or, in lieu of price quotations, a memorandum shall be kept on file showing that fewer than three qualified contractors exist in the market area. Two authorized signers will be required on any purchases over \$5,000 and for purchases that are outside the annual budget.

The current bidding threshold is online at <https://www.pacodeandbulletin.gov/Display/pabull?file=/secure/pabulletin/data/vol53/53-51/1768.html>. This link will be verified annually and inserted into the policy and reported to the Finance Committee.

Price quotations shall be made in writing, and signed by an authorized representative of the firm providing the quotation. Electronic submission with an authorized signature is permitted. Written price and memoranda shall be retained for a period of three years.

In cases of emergency, the quotation requirements need not be followed; but in such cases, the actual emergency shall be declared and stated by resolution of the library board.

Exceptions to the Quotation Policy Include:

1. Maintenance, repairs or replacements for water, electricity, or other public works where they do not constitute new additions, extensions, or enlargements of existing facilities and equipment.

2. Improvements, repairs and maintenance of any kind, made or provided by the library through its own employees.
3. When necessary particular types, models, or pieces of new equipment, articles, apparatus, appliances, vehicles or parts thereof, which are patented and manufactured or copyrighted products.
4. Insurance policies or surety company bonds, or those made for public utility service and electricity, natural gas, or telecommunication services, provided that in the case of utilities not under tariff with the Pennsylvania Public Utility Commission, shall be made only after receiving written price quotations in accordance with the procedures outlined above.
5. Services of members of the medical or legal profession, registered architects, engineers, certified public accountants, or other personal services involving professional expert advice.
6. Those made with any public body, including but not limited to, the sale, lease, or loan of any supplies or materials to the county by a public body, provided that the price thereof shall not be in excess of that fixed by the public body. Public body shall mean any of the following: the Federal Government; the Commonwealth of Pennsylvania; a political subdivision, local or municipal authority, or other similar local entity of the Commonwealth or any other state; or an agency of the Federal Government, the Commonwealth, or any other state.
7. Those exclusively involving construction management services.
8. Those involving computer software.
- a) The Trustees shall have the authority to enter into contracts for equipment and services related to technology and information systems on the basis of best value procurement. Contracts under best value procurement shall be made only after the library board has solicited proposals based on performance and outcome specifications developed by the library and describing at minimum the objectives to be met by the system, the tasks to be performed by the system, the users of the system, system security issues, the time frame for system implementation, potential operating technologies, compatibility with existing systems, training, and maintenance, and shall indicate the process by which the contract shall be awarded. Best value procurement shall permit the library to negotiate the terms of the agreement with any responsive and responsible vendor.