

**Joseph T. Simpson Public Library  
Purchasing Policy  
Adopted June 14, 2016**

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 and most efficient services possible. Expenditures outside the total annual budget shall require prior approval of the Trustees.

**Purchase Amounts Exceeding \$18,500**

Services and goods costing more than eighteen thousand five hundred dollars (\$18,500) will require at least three written or telephonic 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.

A written record of telephonic price quotations shall be made and shall contain at least the date of the quotations, the name of the contractor and/or the contractor's representative, a description of the service or goods bid and the price. Written price quotations, written records of telephone price quotations 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. 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, contracts made shall be made only after receiving written or telephonic 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.