

Purchasing Policy

The Palmyra Community Library establishes this purchasing policy to comply with the General Municipal Law of the State of New York, Section 104-b, generally accepted auditing standards, and the principles of responsible fiscal management. This policy helps the Palmyra Community Library Board of Trustees and Director meet their fiduciary obligations, avoids favoritism, and supports the regular review of the library's expenditures by the Board of Trustees.

Goods and services that are not required by law to be procured pursuant to competitive bidding must be procured in a manner as to assure prudent and economical use of public moneys in the best interest of the taxpayers; to facilitate the acquisition of services of maximum quality at the lowest possible cost under the circumstances; and to guard against favoritism, extravagance, fraud and corruption.

All purchases of supplies or equipment which will exceed \$20,000 in the fiscal year or public works contracts over \$35,000 shall be formally bid, per the requirements of General Municipal Law, Section 103.

Exceptions to bidding are provided by law to include services and goods on state or county contract; purchases from agencies for the blind or severely handicapped; purchases from correctional institutions; purchases of surplus and second-hand goods from any source; and emergency purchases that are purchased immediately, the delay of which may threaten the life, health, and safety or welfare of the staff and/or the public.

Exceptions to bidding are provided for sole source purchases, where a good or service provides a unique benefit to the public, is available from a single supplier, and for which there are no substantial equivalents.

Pursuant to General Municipal Law, the purchasing policy may contain circumstances when, or types of procurement for which, in the sole discretion of the governing body, the solicitation of alternative proposals or quotations will not be in the best interests of the municipal entity. In the following circumstances it may not be in the best interests of the Palmyra Community Library to solicit quotations or document the basis for not accepting the lowest bid.

In cases of professional services or services requiring special or technical skill, training or expertise, the individual or company must be chosen on accountability, reliability, responsibility, skill, education, and training, judgment, integrity and moral worth. These qualifications are not necessarily found in the individual or company that offers the lowest price and the nature of these services are such that they do not readily lend themselves to competitive procurement procedures.

In determining whether a service fits into this category, the Palmyra Community Library shall take into consideration the following guidelines: a) whether the services are subject to State licensing or testing requirements; b) whether substantial formal education or training is a necessary requisite to the performances of the services; and c) whether the services require a personal relationship between the individual and library officials.



Purchasing Policy

Professional or technical services shall include but not be limited to the following: services of an attorney; technical services of an engineer engaged to prepare plans, maps, and estimates; securing insurance coverage and/or services of an insurance broker; services of a certified public accountant; investment management services; printing services involving extensive writing, editing or art work; and property management.

In cases where it would be in the best interests of the library to use contractors or service providers who previously installed systems, built infrastructure or are currently servicing the library. This would be done to maintain continuity of function, appearance and service.

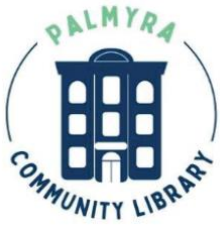
The total aggregate cost of every prospective purchase of a good or service or public work contract is evaluated to determine whether the aggregate cost in the fiscal year reaches competitive bidding requirements.

Purchases with aggregate costs not rising to competitive bidding levels are authorized as follows:

Purchases	Public Work	Requirement
Up to \$500	Up to \$500	Discretion of Director
\$500 - \$4,999	\$500 - \$4,999	Two quotes and verbal approval of President or Vice President of Board
\$5,000 - \$19,000		Two written quotes and approval of Board of Trustees
	\$5,000 - \$34,999	Two written quotes and approval of Board of Trustees
Above \$20,000	Above \$35,000	Formal bid process and approved by Board of Trustees

A good faith effort shall be made to obtain the required number of quotations or proposals. If the purchaser is unable to obtain the required number of proposals or quotations, the purchaser shall document the attempt made at obtaining the quotations or proposals. In no event shall the failure to obtain the proposals be a bar to procurement.

The library will comply with all New York State requirements for public works projects.



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All invoices shall be paid in accordance with procedures established by the Board of Trustees. The Treasurer shall have the authority to pay all claims made for purchases and report such activity to the Board of Trustees.

Adopted: October 21, 2010

Amended: January 20, 2011

Amended: November 21, 2013

Amended: January 17, 2014

Reviewed: October 29, 2019

Amended: September 15, 2022