



Nederland Community Library District

Purchasing and Contracts Policy

1.0 Purpose:

It is the policy of the District to ensure a responsible method of procurement accountability, maintain budgetary control and secure quality goods and services at the best possible cost.

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2.0 Definitions: none

3.0 Policy:

1. Purchases shall be from the supplier that is lowest in cost when quality and timeliness are comparable.
2. If a purchase is less than \$10,000, the Director may make a selection without soliciting bids or proposals; but, the Director shall take informal quotations and compare prices from as many suppliers of the goods or services as may be practical.
3. For purchases between \$10,001 and \$50,000, the director has the discretion to use government purchasing programs. Because these programs have already acquired multiple bids, these vendors can be used without the bidding process. If not used, the Director shall solicit quotes from three or more vendors known to provide the goods or services required. If three providers are not available, the Director shall solicit bids from as many providers as are determined to be practicable.
4. For purchases over \$50,000 a formal Request for Proposal (RFP) is required; 3 vendors minimum. Only the Board shall award bids greater than \$50,000.

Limit/Circumstance	Price Solicitation	Approval
Over \$50,000 total order or contract	Request for Proposal; Seek 3 vendor minimum	Board of Trustees
\$10,000 – \$50,000	Written bids or quotes; Seek 3 vendor preferred	Library Director

Up to \$10,000	Invoices & estimates	Library Director
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5. The Director shall check vendor and contractor references and require proof contractors are licensed, bonded and insured before awarding a contract for services to be performed for the Library.

G. The Director will review all existing contracts with the Board annually. Upon renewal date, it may be decided to rebid the contracts as stated above.

H. Credit cards may only be used for official library business. Credit cards will be distributed to the Director, and the Director has authority to further distribute cards to staff with significant purchasing responsibilities. Credit cards must be surrendered upon termination of employment or at the request of the Director.

Approved by the Board of Trustees on October 23, 2024