

## **Contractor Bids / Purchasing Policy**

The intent of this policy is to maximize the use of the Library's funds by employing prudent, time efficient and professional acquisition and procurement practices to achieve the best possible value in meeting the Library's needs for goods and services. This policy is designed to provide sound safeguards, yet allow appropriate decision-making flexibility for the Library's purchasing staff and Director to function effectively in the public's interest. It is the library's goal to extend honest, courteous and impartial treatment to all vendors.

All purchases will be made within the legal requirements of the laws of the State of Colorado and of the United States.

If the Director expects the purchase to be less than \$2,500, the purchase may be made without soliciting bids or proposals. In making purchases of less than \$4,000, the Director shall compare prices from as many responsible suppliers of the goods or services required as is practical and shall purchase from that supplier where total costs are lowest, when quality and timelines of delivery are comparable. If the Director expects the purchase to be more than \$4,000, the Director shall solicit quotes from three or more vendors known to provide the goods or services required. If three or more providers are not available, the Director shall solicit bids from as many providers as are determined to be practical. All submitted bids will be reviewed and awarded by the Board of Trustees and the Director. The Board of Trustees and Director reserve the right to accept or reject any or all bids.

### **Presently Bidded Contracts**

Seasonal lawn and grounds (Winter and Summer)

Fertilization of the lawn

Insurance – Property and liability

Auditing service

Items not subject to bid:

- Emergencies arising from:
  - An accident or other unforeseen occurrence.
  - A situation in which public buildings, property, or residents are at risk, or
  - Immediate action is required that cannot await competitive bidding.
- State contracts which are regulated by the office of General Services.
- Sole-source purchases which may occur when there is no substantial equivalent, or when the product is available from only one source and is deemed necessary to the public interest.

**Accepted: October 2000**

**Adapted to Contractor Bids / Purchasing Policy: 2012**

**Reviewed: April 2016**

EMCL General Service Policies

