



*Your Community. Your Library.*

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## PURCHASING POLICY

Board motion number: 52:13 (25 June 2013)

Chair's signature: \_\_\_\_\_

### Statement

Some purchasing policies and procedures are relevant as they appear in the Collection Policies, especially Collection Policies #4 and #12.

### Definitions

For the purpose of the policy,

1. GOODS shall include all supplies, materials, equipment, general maintenance, services, contracts for construction, maintenance either purchased or rented;
2. DESIGNATED OFFICIAL shall mean either the CEO of the library or the person or persons assigned by a resolution of the Board to administer these policies and procedures;
3. purchase of books, publications, audio and audiovisual materials for circulation is dealt with in the circulation policies;
4. QUOTATION shall mean a price requested and submitted for a specified service or equipment, either verbal or written; and
5. TENDERS, meaning sealed bids, indicating the charge for a service or commodity, as indicated;
6. TENDER DOCUMENT is the written material specifying delineating the specifications for a specific service or equipment to be procured.

### Budget

Before the budget is approved in any year, purchase orders for ongoing supplies will be limited to 5% per month of the previous year's approved budget for such supplies except:

1. where items costing in excess of the limitation are required at a specific time to maintain an existing program and at least two board members approve the exception; or
2. where items are required to be purchased under any existing contract or collective agreement.

No orders will be placed for capital items without board approval.

### Tendering procedures

1. All purchasing needs of the library estimated to be between \$500 and \$4000 in value shall not be authorized until two or more written quotations are received. Such tenders must be approved by the board.
2. All purchasing needs of the library estimated to exceed \$4000 shall be obtained by calling for sealed tenders by advertising in local newspapers or inviting tenders from potential suppliers. All

tenders shall be opened publicly. A member of the board shall be present for such openings. The winning bid of all tenders exceeding \$4000 shall be selected by the board. The lowest or any tender will not necessarily be selected.

3. Requests for proposals may be called when the requirements or services cannot be definitely specified and where such proposals should likely result in specific offers by the bidders to fulfil the requirements, services, or functions at a particular price.
4. Late tenders or proposals will not be accepted except by resolution of the board.
5. No purchases shall be divided in such a manner as to reduce their costs to circumvent the tendering process or allowable purchase limit.
6. Procedures for calling for tenders shall be followed in such a manner as to be in accord with those set forth by the municipalities served by the library: Bonnechere Valley and North Algona Wilberforce.

### **Purchasing Emergency**

1. Notwithstanding any of the provisions of these procedures, should an emergency occur which, in the opinion of the CEO constitutes eminent danger to life, limb, property, or the interruption of an essential service, material and/or service as may be required to remedy the emergency may be procured immediately, after consultation with at least two board members, one of whom should be the board chair if at all possible. A special meeting of the board may be called. A written report shall be submitted to the whole board as soon as practical after the emergency
2. Where the cost of material or service to be purchased under the emergency circumstance exceeds authorized limits, the CEO shall authorize the purchase and report the emergency at the next meeting of the board.

### **Cooperative purchasing**

The Library shall use cooperative purchasing when possible to gain cost reductions for volume purchases.

### **Suspension**

Any provision of the purchasing policy may be suspended by resolution of the Board.

### **Single sourcing**

Any expenditure can be made from a single source without quotation or tenders where there is only one source or the compatibility of a purchase must be made from a single source. Such sourcing may also be initiated where a situation arises that creates an immediate and serious need, which may not be reasonably met by any other means.

### **Credit Cards**

The Bonnechere Union Public Library has a borrowing policy with Mastercard facility for \$3000 with the Bank of Montreal. We assign the CEO as the administrator.

### **Local business**

The CEO/board shall endeavour to obtain process from local businesses. If the service and quality are equal, then local businesses shall be given priority.