



Purchasing Policy

1. Introduction.

This policy is intended to provide the policies and procedures necessary for the conduct of purchasing activities for the Conway Public Library and promote public confidence in the procurement process.

This policy is designed to:

- A) Encourage maximum competition through fair and equal opportunity to those qualified and interested bidders. Ensure that the taxpayers are getting the “best overall value” for their dollars.
- B) Provide a uniform procedure for the procurement of material, equipment, supplies, and services.

2. Purchasing Procedures

- a) All purchases require prior approval by the Library Director.
- b) All purchases and expenditures for service shall have a purchase order.
- c) Some of the factors considered when determining the “best overall value” are price, quality, warranty, service, availability, past performance with the Conway Public Library and references. In addition to this priority will be given to products made in the USA, recycled materials, and anything constructed through an environmentally friendly process.

3. For Purchases:

- a) Under \$500.00: Employees are encouraged to do whatever is practical to secure competitive pricing from multiple sources.
- b) Between \$500.00 and \$9,999.99: Informal bids from at least three sources must be obtained by the Library Director. Bids should be documented by written quotations from vendors. Direct solicitation is allowed.
- c) Over \$10,000.00: The formal sealed bid is used for major purchases. An invitation to bid must be publicly advertised in the legal paper of record at least fourteen (14) days prior to the date set for opening or in cases where no such business exists in the readership area, advertising on the NH Municipal Association’s website may be an alternative method. Bid specifications require the approval of the Library Director or his/her designee. Formal bids must be received sealed and in writing by a posted deadline.

If at least three bids are not received the Library Director may require a re-bid.

4. Cases not Requiring Bidding Procedure

The Library Director may approve a purchase order without bid under the following conditions:

- a) Only one known source of purchase, and there is no comparable substitute product or service; Written documentation supporting the sole source must be provided.

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- b) An item or service that is required on an emergency basis
- c) An item previously awarded within the past twelve (12) months;

5. **Emergency Procurements**

Emergency Procurements Definition: Emergency procurements may be made when there exists a threat to public health, welfare or safety, provided that such emergency procurement shall be made with such competition as is practical under the circumstances.

6. **Artificial Division Prohibited**

Purchases shall not be artificially divided so as to create lower purchase amounts and therefore avoid some requirements of this policy. Whether or not a proposed purchase constitutes artificial division shall be determined by the Library Director.

7. **Exceptions**

Exceptions to the policy will be determined on a case-by-case basis by the Library Director with the approval of the Board of Trustees.

8. **Local Advantage**

The Conway Public Library will make every effort to purchase from businesses located within the Mount Washington Valley. The Conway Public Library has a responsibility to the taxpayers of the Town to ensure that bids are awarded to vendors offering their products or services at the “best overall value” to the Library.

9. **Cancellation and Rejection of Bids**

An invitation to bid, request for proposal, or other solicitation may be canceled, or any or all bids or proposals may be rejected, in whole or part, as may be specified in the solicitation when it is in the best interest of the Library.

10. **Ethics in Public Purchasing and Contracting**

It shall be unethical for any Library employee involved in making procurement decisions to have personal investments in any business entity that will create a substantial conflict between their private interests and their public duties.

It shall be unethical for any person to offer, give, or agree to give any Conway Public Library employee, or for any Conway Public Library employee to solicit, demand, accept, or agree to accept from any vendor or business, a gift or gratuity in any amount in connection with any decision, approval, disapproval, or recommendation concerning a solicitation.

Inexpensive advertising items, bearing the name of a vendor, such as pens, pencils, paper weights, cups, candy, calendars, etc., are not considered articles of value or gifts in relation to this policy.