DELTA TOWNSHIP DISTRICT LIBRARY  
PURCHASING POLICY

The Delta Township District Library shall attempt to purchase the highest quality goods and services at the lowest price. In this process, the Library shall serve as an equal opportunity purchaser, favoring local vendors only when all other factors are equal.

All purchases are ultimately the responsibility of the Delta Township Library Board. All purchases must be budgeted for, and properly documented, in accordance with this policy. Contracts should be awarded to the lowest responsible bidder. However, consideration can be given to: quality of goods/services; conformity with Library specifications; suitability to the requirements of the Library; delivery of goods; and past performance of vendor.

Authorization to Purchase

Purchasing Cards: Library purchasing cards may be used to make purchases and are subject to transaction and credit limits established for each individual card.

Purchases up to $25,000: The Library Director is authorized to purchase budgeted goods and services up to $25,000, if funds are available within the Library budget. The Library Director is encouraged to obtain multiple quotes prior to making a purchase. The Library Director may designate, in writing, to the Library Board President an individual to authorize purchases for the library while away on leave.

Purchases over $25,000: Purchases in this category are required to be formally bid and advertised in the local newspaper or professional trade publication, no less than two weeks prior to bid opening. Additionally, bid specifications may be published on the Library web site, posted in the Library, and sent to specific approved vendors. All bids must be received by the Library Director not later than the time indicated by the bid advertisement. All bids received by the Library Director will be time/date stamped when received. All bids must be sealed when received. No unsealed bids will be accepted. Bids will be opened by the Library Director at the place and time described in the bid advertisement and shall be open to the public. Once the bid opening process is complete, the Library Director will prepare a recommendation for the Library Board. Once awarded by the Library Board, the Library Director will inform the winning bidder. The Library Board reserves the right to reject any and all bids.

Electronic Bidding: In lieu of a formal bidding process, the Library Director may choose to use an electronic bidding process for any purchases over $25,000.

Contracts: All contracts up to $25,000 must be signed by the Library Director. All contracts over $25,000 must be approved by the Library Board.

Education and Training: The Library Director shall approve all requests for continuing education, conferences, and training, prior to registration.

Competitive Negotiation for Legal and Professional Services: The Library Director may use a competitive negotiation process to retain professional services such as, but not limited to, legal services, architectural services, engineering services, accounting services, and other consulting services.

Sole Source Purchasing: In recognition that certain products and services are clearly superior and/or compatible with Library operations, the Library Director may determine that a specific product or vendor be the sole source of purchasing for the Library. In doing so, the items will be purchased without
a formal bidding process.

**Emergency Purchases:** Emergency purchases can be authorized only when life, property, or equipment are endangered through unexpected circumstances, or when normal operations of the Library would be severely hampered by a long delay. Normal purchasing procedures outlined in this policy may be suspended when such circumstances exist. In the case of an emergency situation, the Library Director or an appointed designee can authorize the immediate purchase of any materials, supplies, equipment, or services needed to resolve the emergency situation.

**Tax Exempt Status:** Section 4 of the General Sales Tax Act, MCL 205.54(5); MSA 7.524(5) and Michigan Sales and Use Tax Rule, 1979 AC, R205.79, provide that sales to the United States Government, the State of Michigan and their political subdivisions, departments and institutions are not taxable when ordered and paid for by warrant on government funds. In the alternative, the government may claim exemption at the time of purchase by providing the seller with a signed statement to the effect that the purchaser is a governmental entity. Statement is available upon request.

**Documentation:** Once approved, all invoices for goods and services shall be processed through established Library bill pay procedures. If a purchase requisition is required, the requisition and all supporting documentation (bids, resolutions, etc.) should be included.

*Approved by the Delta Township District Library Board – August 20, 2018*