

# Basalt Regional Library District

## Procurement Policy

### **Board Policy**

It is the policy of the Basalt Regional Library District (“District”) to ensure tax dollars are spent appropriately and that Library acquisitions are done openly, fairly, efficiently, and in a manner to deliver the best value to the District.

### **Administrative Policy**

The District will maintain financial stability and protect the interests of local business owners through the use of competitive bidding processes and fiduciary oversight by the Board of Trustee’s and its officers for all large Library acquisitions. Procurement applies to the contracting, leasing and purchasing of land, equipment, furniture, furnishings, supplies, services, or other property on behalf of the Library. It does not apply to the acquisitions of books, materials, electronic information resources, or other items for the Library’s collections. The Library may not enter into contracts greater than one year in length.

### **Procedures**

The following procedure has been adopted by the District to ensure compliance with the library’s fiduciary responsibility as it relates to its competitive bidding process. In considering any procurement, the Executive Director/District shall be guided by the following:

- a. Procure for the District the highest quality in supplies and services at the least reasonable expense to the District.
- b. Consolidate purchases in bulk quantities when practical to maximize economic benefit to the District.
- c. Endeavor to obtain as full and open competition as is practical for all purchases.
- d. Enforce the terms and conditions of contracts and purchase orders with all vendors and suppliers, and to declare vendors who default on their quotations or contracts as noncompliant bidders who may be disqualified from receiving any business from the District.
- e. Secure all applicable federal and state tax exemptions for the District on purchases and contracts.
- f. Apply for and obtain such grants as may be available to defray the costs of purchases and contracts.

1. The District Board hereby delegates authority to the Executive District to execute contracts, work orders, notices to proceed, and other documents in connection with procurements up to \$20,000 from a single budget line item without the full Board of Trustee approval. Purchases or contracts greater than \$5,000 require approval of the Board's Treasurer in advance of the purchase.
2. Purchases and/or contracts greater than \$20,000 and less than \$50,000 will be approved by the Board of Trustees of the Basalt Regional Library District and may not require a procurement process.
3. Purchases and/or contracts greater than \$50,000 will be subject to the procurement process as outlined below and vendors may be required to provide bonds:
  - a. Requests for products and/or services greater than \$50,000 and less than \$100,000 will be published in the local newspapers and on the library's website and public bulletin boards with product specifications and instructions to bidders.
  - b. Requests for products and/or services in excess of \$100,000 will be advertised nationally using a procurement agency such as bidsync. Additionally, information will be published in local newspapers and on the library's website and public bulletin boards with product specifications and instructions to bidders.
  - c. Where bonded bids are required, the bid shall be accompanied by a certified check or bid bond equal to ten percent (10%) of the bid amount, which shall also be enclosed within a sealed envelope, to be forfeited to the District if a bid is accepted and the bidder fails to sign a contract within fifteen (15) days of acceptance; provided that this deadline may be extended by the Executive Director at his/her discretion.
  - d. Bonding: condition. For a contract awarded based on a bonded competitive bid, the successful bidder shall be required at the time the contract is executed to deliver to the District a contractor's performance bond of a labor and material payment bond in the amount of one hundred percent (100%) of the contract price, with a good and sufficient surety, for approval by the Executive Director. Such contractor shall promptly perform all work required by the contract on behalf of the Library and shall promptly pay all amounts lawfully due to all persons supplying or furnishing labor or materials used or performed in the prosecution of the work provided for in such contract. Further, the contractor shall indemnify and hold the Library harmless for all payments or liabilities arising from the execution of the terms of the contract.

Approved this 12<sup>th</sup> day of December, 2011 by:

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Board President, Judy Royer

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Witnessed by: Board Secretary, Karen Hillebrand