

Reading Public Library

Purchasing Policy

Adopted 9/21/2020

Purpose:

In order to preserve the integrity of the purchasing process and maximize spending power, the Reading Public Library (RPL) shall establish this purchasing policy to provide guidance and procedures for the procurement of goods and services and provide safeguards for maintaining a procurement system of quality and integrity for the benefit of public interest.

Objectives:

1. To ensure goods and services are acquired at fair and reasonable prices
2. To provide adequate controls over RPL expenditures and financial commitments with proper documentation
3. To establish a practical degree of standardization for purchases of materials, supplies, services and equipment

Policy:

General

1. All purchases will be made within the legal requirements of the laws of Pennsylvania and of the United States
2. Only the Executive Director, members of RPL's staff designated by the Executive Director or other persons designated by the Board of Trustees may commit RPL to make purchases of materials, supplies, services and equipment.
3. Materials, supplies, services and equipment purchased by RPL shall be of quality and quantity required to serve the needs of RPL in a satisfactory manner.
4. No employee or member of the Board of Trustees shall have a financial, personal or beneficial interest, either directly or indirectly, in the purchase of any materials, supplies, services or equipment for RPL, unless such interest is disclosed to and approved by the Board of Trustees.
5. No employee or member of the Board of Trustees shall solicit or accept gifts or favors that have monetary value.
6. Extend honest, courteous and impartial treatment to all qualified vendors and assure fair and equal opportunity.
7. The Executive Director will monitor the overall integrity of the purchasing procedures, appropriate competition, contractor oversight and maintenance of accurate and adequate purchasing documentation.

Requirements for Soliciting Quotes and Bids

1. The purchase of materials, equipment, goods, supplies or services that do not exceed \$5,000 must be approved by the Executive Director and may be obtained on the open market in a manner consistent with sound purchasing procedure. The Board of Trustees need not approve purchases that do not exceed this price limit. Recording of such purchases must follow generally accepted accounting principles and procedures set forth in RPL's Accounting Manual.

2. The purchase of materials, equipment, goods, supplies or services that exceeds \$5,000 but are less than \$15,000 requires a minimum of three documented quotes. All quotations must be kept on file for a minimum of three years. Board of Trustee approval is required for such purchases.
3. The purchase of materials, equipment, goods, supplies or services that exceeds \$15,000 require a formal request for proposal (RFP) and must follow the competitive bidding procedures described below. Notice of time and place of receiving RFP's shall be advertised through public media channels. RFP's will be collected and distributed to the Board of Trustees for review and discussion prior to any vote or award of a contract.
4. All purchases of materials, equipment, goods, supplies and services requiring the Board of Trustees approval shall be reviewed and approved by the Board of Trustees at a regular or special board meeting and so indicated in the official board minutes.

Selection of Bids

1. Price should be one of the factors in the evaluation of responses. However, the Library is not required to take the lowest price. Awards shall be made to the bidder whose bid is responsive to the solicitation and is most advantageous to the Library. (Price, quality, availability, etc.).
2. All bids may be rejected.

Professional Services Contracts

RPL will conduct a formal RFP process described above to secure any professional services expected to cost \$3,000 or more. Professional services include but are not limited to lawyers, accountants, auditors, consultants, architects or construction managers. For multi-year services (i.e. legal counsel, audit service, consultants or insurance/broker), RPL will complete an RFP process for the service at least every 5 years.

Emergency Purchases

An emergency is defined as an unforeseen combination of circumstances or the resulting state that calls for immediate action. If the situation interrupts RPL services or facilities and an emergency purchase contravening the policy statements above is deemed necessary, it must be approved by the Executive Director and/or his/her designee. Detailed rationale must be submitted to the Board of Trustees and shall be recorded in the board minutes.

Review of Policy

Review of RPL's purchasing policy will occur every three years.