

LIBRARY OPERATIONS POLICIES

CAPITAL OUTLAY

Adopted: 08.17.2020 | Revised: 00.00.0000

The Capital Outlay Policy for Finney County Public Library has been established by the board of trustees to ensure that public funds are expended in a fair and efficient manner.

I. GUIDELINES FOR PURCHASES

Purchases under \$1,000 –All capital purchases with a value of less than \$1,000 may be subject to the approval of the Library director.

Purchases between \$1,001 and \$5,000 – Prior to completing any purchase within this value range, at least three verbal price quotes should be obtained and compared for quality and value. In the instance that there is only one provider for the purchase, that provider may be selected without obtaining additional quotes. All capital purchases in this value range may be subject to the approval of the Library board of trustees.

Purchases between \$5,001 and \$10,000- Prior to completing any purchase within this value range, at least three written price quotes should be obtained and compared, taking into consideration, price, quality, terms of deliver, and other applicable conditions. In the instance that there is only one provider for the purchase, that provider may be selected without obtaining additional quotes. The board of trustees will approve the purchase, subject to budget authority.

Purchases above \$10,000 – A minimum of three written price quotes shall be desirable for purchases in this price range. In the instance that there is only one provider for the purchase, that provider may be selected without obtaining additional quotes. The board of trustees shall review quotes submitted and approve the best quotation, taking into consideration, price, quality, terms of delivery, and other applicable conditions, all subject to budget authority.

II. GUIDELINES FOR DETERMINING BEST QUOTE

The Capital Outlay Policy provides that price quotes are to be obtained in the course of completing purchases. While price is a prime consideration, there are other issues which may be considered in selecting the lowest responsible quote. The following criteria may be used to assist in identifying the best options.

1. Price
2. Quality of product
3. Integrity and reliability of vendor or contractor
4. Past experience with vendor or contractor

5. Business location of vendor or contractor
6. Time and delivery or completion of specified services of work
7. The product or service be matching or complimenting existing equipment, programs and assets and that they have commonality with existing inventory and/or maintenance procedures.

These criteria may be used to justify approval of a purchase or procurement from other than the vendor or contractor submitting the lowest price quotation. When such an approval occurs, there must be clear and documented justification to do so, based on the criteria listed above. The Library reserves the right to reject any and all quotes.

Authority for maintenance management shall be delegated to the library director. Contracts and the purchase of individual items required for maintenance and grounds and exceeding \$1,000 in cost shall require board of trustee approval unless they are already approved as specific items in the maintenance budget. Bids will be sought at the direction of the board of trustees. Bids submitted by local service providers will be given first consideration.

It is important for the board of trustees and staff of a public institution to adhere to local, state and federal regulations and codes including the Americans with Disabilities Act (ADA) regarding public safety, building codes and inspections, contracts, bidding and payment of workers performing maintenance or construction work. The board of trustees and director must determine which regulations apply to the Library before establishing maintenance policies. In many cases, the regulations will determine policy parameters.