

Procurement Policy of the Hicksville Public Library  
Adopted by the Board of Trustees September 16, 1992  
Revised by the Board of Trustees on May 21, 2014  
Revised by the Board of Trustees on January 19, 2021

It is the intent of the Hicksville Public Library to purchase competitively, without prejudice or favoritism and to seek the maximum return from all available revenues and resources. The following policy sets forth the procedures for the procurement of goods and services by the Hicksville Public Library.

### Objectives

The Library purchasing activity will strive to meet the following objectives.

- a. To supply all departments of the library with needed materials, supplies, and contracted services because it is through the purchasing of such items that the library is able to serve the community.
- b. To obtain all materials, supplies, and services at the lowest prices possible consistent with the quality and standard needed as determined by the Director of the Library.
- c. To ensure that all purchases fall within library budgetary limitations and are consistent with all the overall goals and objectives of the Hicksville Public Library.
- d. To maintain an appropriate and comprehensive accounting and reporting system to record and document all purchasing transactions.

### I. Procurement and Bidding

In compliance with General Municipal Law 103, all purchase contracts for materials, equipment, or supplies involving an estimated annual expenditure exceeding \$20,000 and public work contracts for services, labor, and or construction involving an expenditure of more than \$50,000 will be awarded only after responsible bids have been received in response to a public advertisement soliciting formal bids.

### II. Method of Determining if Procurement is Subject to Competitive Bidding

- a. The Library Director or his/her designee will first determine if the proposed procurement is a purchase contract or a contract for public work.
- b. If the procurement is either a purchase contract for public work, the Library Director or his/her designee will then determine whether the amount of the

procurement is above the applicable monetary threshold as set forth in General Municipal Law 103.

- c. The Library Director will then determine if the proposed procurement is exempt from bidding for reasons as set forth in General Municipal Law 103.
- d. If it is determined that because of one or more reasons set forth in Municipal Law a procurement need not go to bid, the Director or his/her designee will document the reason or reasons for exemption by written or verbal solicitation of quotes. The business office will maintain records of all verbal and written quotes relating to a procurement.

### III. Opening and Recording Bids

- a. If a procurement meets the monetary applicable threshold, it will be put out for public bid.
- b. The Hicksville Illustrated News and the Mid-Island Times are designated as the Library's official newspapers to receive legal notices for the purpose of complying with competitive bidding statutes.
- c. The Library Director, Assistant Library Director, and Secretary to the Director are designated as agents of the Board of Trustees to open and record sealed bids received in response to advertisements in those papers.
- d. Contracts will be awarded to the lowest bidder as recommended by the Library Director to the Board of Trustees.
- e. The business office will maintain written documentation of all competitive bid procurements. When a contract is not awarded to the vendor submitting the lowest quote, the reason or reasons why another bidder was chosen will be recorded.

### IV. Non-Bid Procurement

- a. All materials, supplies, or services which are not required by law to be procured pursuant to competitive bidding will be procured in a manner to facilitate the acquisition of items and services of maximum quality at the lowest possible cost.
- b. A record will be maintained in the business office recording all verbal and written responses to the solicitation.
- c. The Library Director or his/her designee shall have the discretion not to make a purchase from the offerer of the lowest price, provided a record is kept which

clearly documents the reason or reasons for not accepting the lowest offer. The reason shall be based on one or more of the following.

1. Failure of the vendor or contractor to deliver in a timely manner.
2. Failure of the vendor to deliver the specified product.
3. Poor performance by the vendor or contractor in previous purchases.
4. Failure of the product to perform in a manner comparable with products previously used.
5. Other reasons determined by the Library Director or his/her designee and not in conflict with General Municipal Law 104-B.

V. Procurement of Periodicals, Processed Books, and Videos.

In accordance with the provisions of General Municipal Law 104-B (2) (F), the purchase of a subscription service for magazines and periodicals is exempt from the bid solicitations. It has been determined that although subscriptions to periodicals are available from more than one source, there is no way to be certain, if a change in vendor takes place, that all the same periodicals, especially specialized titles, will be available through the service and delivered in an acceptable time to be useful to library patrons.

It has been determined that videos, especially those of a specialized nature, are often handled by a sole source vendor and thus exempt from the bid process.

Because vendors who supply books to the library differ in the amount and type of cataloging they are willing to provide, the type of processing that is done on each title, and the methods of billing, shipping, and returning that each provides, it has been determined that it would not be cost effective and in the best interest of the library to solicit bids for this service.