



PURCHASE POLICY

1. HOW MADE

All purchases of supplies, materials, equipment or services for the library shall be made by the Director or by other library personnel in accordance with purchase authorizations issued by the Director.

The Pioneer Library System will not knowingly purchase or accept bids to purchase any item from:

- A. Pioneer Library Board members;
- B. Pioneer Library System employees;
- C. Spouses of the above individuals;
- D. Children, parents, grandparents, grandchildren, brothers and sisters of the above individuals and their spouses; and
- E. Firms or enterprises in which any of the above individuals have a vested interest involving ownership, partnership, sales commission or other direct and immediate gain resulting from such purchases.

This policy does not prohibit the purchase of any item \$100.00 or less from any firm or enterprise in which an individual defined in C & D above is employed or owns stock but has less than controlling interest as referred to in E. above.

Every contract for purchase of supplies, materials or equipment for more than \$2,501 shall require the prior approval of the Library Board; and under no circumstances may such contract or purchase be made without first obtaining the approval of the Library Board.

2. COMPETITIVE BIDDING

Supplies, materials or equipment costing not more than \$2,500 may be purchased on the basis of informal, verbal or telephone bids or quotations when it is determined by the purchasing authority that such procedures is in the best interest of the Library.

Prior Board approval is required based on written quotations for materials from \$2,501 - \$9,999.

Before any purchase of, or contract for, supplies, materials or equipment costing more than \$10,000 is made, except as otherwise provided below, the Director shall submit to at least three persons, firms or corporations dealing in and able to supply the same, or to a smaller number if there are not three dealing in and able to supply the same, a request for quotation (or invitation to bid) to give them opportunity to bid, and/or publish notice of the proposed purchase in a newspaper within each county served by the Pioneer Library System. All bids shall be sealed and shall be opened in public at a designated time and place. The Director may repeatedly reject all bids and again may submit to the same or others persons, firms or corporations the request for quotation (or invitation to bid), and/or again publish notice of the proposed purchase. Purchase shall be made from the bidder whose bid is most advantageous to the library, considering price, quality, date of

delivery and other pertinent factors; and, in the event of a tie bid, purchase may be made from one to those tying, or the purchase may be divided among those tying, always accepting the bid or bids most advantageous to the library.

The Pioneer Library System gives preferential consideration, when purchasing supplies and/or services through the competitive bid process, to the vendors and contractors of the PLS three county service area and to other Oklahoma vendors and contractors whose property taxes directly support the Pioneer Library System.

3. WHEN COMPETITIVE BIDDING IS NOT REQUIRED

The following may be purchased without giving opportunity for competitive bidding:

- a. Supplies, materials or equipment which can be furnished only by a single dealer, or which have a uniform price whenever bought. This sole source procurement includes items of a proprietary design (developed at our request) or a vendor which possesses the unique and singularly available capability to meet the requirement of the solicitation.
- b. Supplies, materials or equipment purchased from another unit of government at a price deemed below that obtainable from private dealers.
- c. Services (gas, electricity, telephone services, etc.) purchased from a public utility at a price or rate determined by the State Corporation Commission or other government authority.
- d. Supplies, materials or equipment when purchased at a price not exceeding a price set therefore by the state purchasing agency or any other state agency hereafter authorized to regulate prices for things purchased by the state (whether such price is determined by a contract negotiated with a vendor or otherwise).
- e. Services of a professional nature, such as engineering, architectural, legal, medical, insurance and certified public accountant.
- f. Books, other collection items, and binding, which are purchased at the best discount available consistent with service, date of delivery and other pertinent factors shall be exempt from competitive bid.
- g. Where proposed equipment and/or services vary, to the extent that sealed bids are not practical detailed proposals, may be accepted in lieu of such bids.

Updates approved by PLS Board September 26, 2006
Reaffirmed by Board, May 25, 2004