Section 1. Purpose.

All purchases made by the St. Charles City-County Library District (the “Library”) shall be accomplished to assure that goods and services are procured efficiently, effectively, and at the most favorable prices available to the Library; to promote full and open competition in procurement and contracting; to provide safeguards for maintaining a system of quality and integrity; and to assure that the Library’s purchasing actions are in full compliance with applicable state and federal laws and guidelines. The Library Director (“Director”) shall establish and maintain procedures to implement and enforce all purchasing policies (“Purchasing Procedures”).

This policy pertains to the procurement of all goods and services other than professional services, which are subject to the provisions set forth in Policy g055 Purchasing Policy – Professional Services.

Section 2. Authority to Purchase.

The Board of Trustees (“Board”) of the Library delegates to the Director, or Director’s designee, the authority to purchase, without specific Board action, goods or services of less than $20,000 in value, so long as said purchases are for goods and services covered by a category in the budget for the current fiscal year as approved by the Board. The purchase of all goods or services with a value of $20,000 or more shall be authorized by specific action of the Board as provided herein. Subdividing purchases to avoid these requirements is strictly prohibited.

Section 3. Purchases Less than $20,000 – Determination of Award.

Unless otherwise required by law, purchases of Library goods or services with an estimate of probable cost of less than $20,000 may be accomplished through the use of informal procurement methods, as follows: (1) for those goods and services estimated to cost less than $500, the Library may make the purchase on the open market without soliciting competitive quotes; or (2) for those goods and services estimated to cost between $500 and $19,999, the Library must solicit competitive quotes from an adequate number of qualified sources or proceed with a sole source procurement, as determined by the Director to be in the best interests of the Library. An “adequate number of qualified sources” is generally accepted to mean at least three qualified sources. The requirement for securing multiple quotations may be waived when it is determined by the Director or Director’s designee that: (a) the dollar amount of the project is so low as to limit interest in the competitive process by multiple vendors; (b) staff time
to secure quotations is not cost effective; and (c) knowledge or experience enable staff to reasonably judge the probable outcome of the competitive pricing process.

**Section 4. Purchases $20,000 or More - Determination of Award.**

Unless otherwise required by law, purchases of Library goods or services with an estimate of probable cost of $20,000 or more may be accomplished through: 1) sealed bids; 2) request for proposals; or 3) sole source procurements, in accordance with law and as determined by the Director to be in the best interests of the Library.

The Board will accept the lowest and best bid or proposal but reserves the right to reject any and all bids or proposals, including the low bid or proposal, and to waive formalities in the best interest of the Library. In determining the best bid or proposal, the Library may consider all factors set forth in the Request for Bids and/or Proposals, including but not limited to, availability, operating costs, timeliness, location of bidder, and prior performance.

**Section 5. Exceptions to the Purchasing Policy.**

This Policy shall not apply to the following purchases:

1. **Purchase of Library Materials.** Library materials include, but are not limited to, periodicals, microfilms, books, prints, electronic resources, and other similar items.

2. **Cooperative Purchases.** In accordance with Section 70.220, RSMo., the Library may participate in purchases made from federal, state, county, or other cooperative purchasing agreements. In addition, in the event the Library finds a price lower than the cooperative purchase price, the Library may make that purchase and is not obligated to utilize the cooperative contract.

3. **Annual Software Renewal and Maintenance Agreements.** When the Library has previously authorized the purchase of software and related technology equipment pursuant to this Policy, the annual license or software renewal and maintenance agreements for such software and/or equipment in subsequent years are not required to be competitively bid.

4. **Utilities.** Utilities such as electricity, natural gas, telephone service, etc.

5. **Emergencies.** In emergencies involving the health, welfare or safety of individuals or where significant damage or disruption of service would occur if corrective action is not taken quickly, the Director may waive this Policy in writing. Such purchases shall be promptly reported to the Board President. Emergency procurement shall be made with
such competition as is practicable under the circumstances. If the emergency does not allow sufficient time for the purchasing process set forth hereunder, a complete report of actions taken shall be presented to the Board at the next regular or special meeting.

Section 6. Contingencies/Change Orders.

The Director or the Director’s designee is authorized to approve any contingencies or change orders to contracts approved by the Board pursuant to this Policy hereunder up to 10% of the contract price as long as the additional costs are pursuant to and consistent with the budget approved by the Board, are within the scope of the Board contract approved pursuant to this Policy. A report of any change order or contingency approved by the Director, or the Director’s designee, in accordance with this Section shall be given to the Board at their next regular meeting. All contingencies or change orders to Board approved contracts that exceed the 10% of the contract price, are not consistent with the budget approved by the Board, or are not within the scope of the Board approved contract require the approval of the majority of the Board at a regular or special meeting.

Approved 3.12.19