

## **Policy 2.1 Bid and Purchasing Policy**

### **Intent:**

The intention of the Library Board is to establish a bid policy consistent with the philosophy of obtaining, on behalf of the tax payer, the best overall value at the least cost for supplies, equipment, materials, services and all other purchases.

### **Purpose:**

Purchasing and contracting for the Library shall be handled in a manner which promotes the best interests of the Library while providing a fair opportunity for businesses to participate in the purchasing and contracting process.

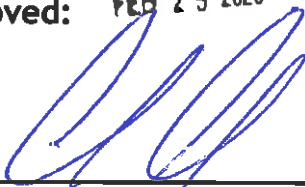
### **Competitive Sealed Bids:**

Any purchases that may exceed \$17,500.00 must be advertised in the local paper. This process will begin with the formulation of specifications. All sealed bids will be stamped and initialed with the time and date of receipt. Bids submitted after the set deadline will not be accepted. Bids will remain sealed and opened only by the Library Board. The Library Board has the right to accept or reject any and all bids that are not in the best interest of the Library.

### **Written Quotes:**

Any purchases that are less than \$17,500.00 but more than \$5,000.00, written quotes must be obtained by the Director and submitted to the Library Board for approval. If possible, a minimum of three (3) quotes are needed.

Approved: FEB 25 2020



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Cash Cook, Board Secretary