

Public Purchasing Policy

The Board of Trustees of the Alexandria-Monroe Public Library purchases goods and supplies in accordance with the following policy:

1. State and Federal Laws

All purchases will be made within the legal requirements of the laws of the State of Indiana and of the United States.

2. Small Purchase Policy

a. If the library expects the purchase to be less than \$50,000, a small purchase, the purchase may be made without soliciting bids or proposals.

b. In making purchases of less than \$50,000 the following guidelines shall be followed:

1. The library shall compare prices from as many responsible suppliers of the goods or services required as is practical, and shall purchase from that supplier where total costs are lowest, when quality and timeliness of delivery are comparable.
2. Preferences will be given to products manufactured in the United States.
3. Preferences will be given to purchasing from Madison County businesses when total cost, quality and timeliness of delivery are comparable.
4. Purchases will not be artificially divided so as to constitute a "small purchase."

c. The Director is authorized to establish charge accounts with businesses from which the library will make purchases on a continuing basis. Library employees may make purchases using the established charge accounts at the discretion of the Library Director.

d. Any purchase for more than \$100 shall have the prior approval of the Library Director.

e. Purchases of books, magazines, pamphlets, films, filmstrips, microforms, microfilms, slides, transparencies, phonodiscs, phonotapes, models, art reproductions, and all other forms of library and audiovisual materials are exempt from the restrictions of this policy as specified in IC 36-12-3-16.

f. The Library Director is authorized to establish a petty cash fund for incidental purchases. Library employees who make purchases greater than \$10 must have prior approval of the Library Director.

g. If the library expects the purchase to be more than \$50,000 but less than \$150,000, the library shall solicit quotes from three or more vendors known to provide the goods or services required, as specified in IC 5-22-8-3.

3. Requests for Proposals and Competitive Bidding

If the library expects the purchase to exceed \$150,000, the library shall prepare Requests for Proposals as specified in IC 5-22-9 or follow the competitive bidding procedures as specified in IC 5-22-7, except for those conditions which allow for special purchasing methods as defined in IC 5-22-10.

4. Purchases from the Department of Corrections

As required by IC 5-22-11, the library shall purchase from the Department of Corrections when the supplies and/or services: can be furnished in a timely manner, meet the specifications and needs of the Library, and can be purchased at a fair market value.

5. Purchases from the Rehabilitation Center

As required by IC 5-22-12, the library shall purchase from the Rehabilitation Center under the same conditions as articles produced by the Department of Corrections.

6. Purchases from Qualified Nonprofit Agencies for persons with Severe Disabilities

As required by IC 5-22-13, the library shall purchase from Qualified Nonprofit Agencies for Persons with Severe Disabilities under the same conditions as articles produced by the Department of Correction.

7. Contractual Services

Contractual services will be reviewed annually by the Library Director.

All contracts entered into after June 30, 2011 must contain a provision requiring the contractor to enroll in and verify the work eligibility status of all hourly hired employees through the federal E-Verify program in accordance with IC 22-5-1.7.

At the time the Alexandria-Monroe Public Library awards or renews any contract, the person who is being awarded or has the contract must certify in writing to the Alexandria-Monroe Public Library that the person is not engaged in investment activities with Iran in accordance with IC 5-22-16.5-13.