

PURCHASING

Purchases that must by law be made through the competitive bidding process shall be made through the competitive bidding process. The competitive bidding threshold under General Municipal Law for contracts for public works is \$35,000 and the threshold for purchase contracts is \$20,000.

Reasons to dispense with competitive bidding or quotations may include the following: leases, professional services, sole source procurements, emergencies, and federal, state, county, town, BOCES and Suffolk Cooperative Library System contracts, articles manufactured in state correctional institutions or from agencies for the blind and severely disabled.

For purchases that exceed \$5,000, the Director shall obtain at least two bids. For any purchases that exceed \$7,500, the Director shall obtain at least three bids. The process of soliciting competitive quotations, so long as the procurements are below the bid thresholds, is not necessary if the procurement adds to an existing system, and it is in the library's best interest to purchase from one vendor for a particular system.

When adding to or upgrading an existing system or equipment by using the same vendor who supplied the original existing system or equipment, the Director shall obtain Board approval before making such a purchase if the purchase will exceed the competitive bidding threshold. Items or services costing greater than \$10,000 shall be brought to the attention of the Board of Trustees at a regular meeting for discussion and approval.

The Director is authorized to approve purchases that do not exceed \$10,000.

In the event of an emergency that threatens safety or the ability of the Library to remain open, the Director shall be authorized to take any reasonable action, the cost of which shall not exceed \$25,000, if calling an emergency meeting of the Board of Trustees would be impracticable.