

South Butler Community Library

Policy & Procedure – Bids

I. Purpose

The purpose of this policy is to create a process for purchasing goods and services that will increase efficiency, promote fairness, accountability and provide necessary supplies and services in a timely and cost-effective manner.

II. Application

This policy shall apply to all purchases of goods and services by the South Butler Community Library except where conditions of state or federal funds or conditions of a grant, gift or bequest mandate otherwise.

III. Definitions

- A. Major purchases are those purchases of goods or services with a total value of \$5000 or more within the fiscal year.

IV. Procedures

- A. Major purchases require a formal bid process which shall include:
 1. Advertisement of the invitation to bid or request for proposal (RFP) at least twice within two weeks in a newspaper of general circulation in Butler County.
 2. Advertisement of the invitation to bid or RFP in other newspapers at the discretion of the SBCL Board of Trustees.
 3. Direct notice of the bid or RFP to specific providers at the discretion of the SBCL Board of Trustees.
 4. Notice of the place and deadline for receipt of the sealed bids or RFPs.
 5. A description of the supplies, materials, equipment, or services required and information on how and where to obtain more detailed specifications and bid or RFP forms.
 6. Information on insurance requirements for the bidder or proposer.
 7. A statement of the right of SBCL to reject any and all bids or RFPs if doing so is deemed by the SBCL Board of Trustees to be in the best interest of the SBCL.
 8. Opening of the bids to be conducted at the next stated monthly SBCL Board of Trustees meeting or as needed.

V. Emergency Purchases

When an emergency arises as deemed so by the SBCL Board of Trustees, those Trustees shall have the authority to direct the purchase of emergency goods and or services while acting in the best interest of the SBCL.

Effective: 11/12/2015

SBCL Board of Trustees approval date: 11/12/2015