BELLMORE MEMORIAL LIBRARY

Procurement Guidelines Policy

1. All purchases of goods and contracts for public services shall be made in accordance with the provisions of New York State General Municipal Law.

2. Except as otherwise provided by law, (e.g., emergency situations) all contracts for public works involving an expenditure of more than $35,000 are subject to competitive bidding.

3. The threshold for purchase contracts subject to competitive bidding is now $20,000.
   a. Purchase contracts may be awarded on the basis of best value to a responsive and responsible bidder.

4. For public works and purchase contracts which fall below the competitive bidding thresholds stated above, the following conditions shall apply:
   a. Whenever practicable, price quotations for proposals for goods and services in excess of $5000.00 shall be obtained from at least three vendors or contractors. Such price quotes shall be provided in writing to the Library Director.
   b. Goods and services procured from the New York State shall be exempt from the comparative price quotation requirement stated above.
   c. Under normal circumstances, contracts shall be awarded to the vendor or contractor with the lowest price quotation deemed responsible. Circumstances under which the contract may not be awarded to the lowest responsible vendor or contractor include, but are not limited to:
      i. Vendor cannot guarantee delivery of goods or services within the time frame or under the conditions established by the library;
      ii. Vendor’s or Contractor’s terms for payment are disadvantageous to the Library, e.g., full payments before commencement of work or delivery of goods;
      iii. Vendor cannot fully comply with the specifications for goods or services as set forth by the Library;
      iv. Vendor’s warranty for goods or services is deemed inadequate by the Library;
v. Vendor’s post-purchase support services are deemed inadequate by the Library.

5. No purchase of goods or services shall be made from a vendor in which any member of the Board of Trustees or the Library Administration, i.e., the Library Director, hold a full or partial interest.

6. The procurement Guideline Policy shall be reviewed annually.

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