



BRACEBRIDGE PUBLIC LIBRARY POLICIES AND PROCEDURES

CATEGORY: Operations #1

SUBJECT: Purchasing

POLICY REPLACING: Purchasing
and Procurement January 2005

BOARD APPROVAL DATE: December 12, 2017

PAGE: 1 OF 4

RATIONALE:

The Municipal Act, 2001, Part VI, Section 271, states that a municipality and a local board shall adopt policies with respect to its procurement of goods and services. This policy closely aligns with the Town of Bracebridge Purchasing Policy/Procedures August 29, 2007 – (07-AF-104) in order to:

- procure the necessary quality and quantity of goods and/or services in an efficient, timely and cost effective manner, while maintaining the controls necessary for a public institution
- encourage the most open, competitive bidding process practicable for the acquisition and disposal of goods and/or services, and the objective and equitable treatments of all vendors
- promote and maintain the integrity of the procurement process and protect the Board, vendors and staff involved in the process by providing clear direction and accountability
- ensure impartiality and a clear audit trail for commodities over a certain dollar value by separating responsibilities between Spending Authority (authorizing expenses from a budget) and Commitment Authority (actually entering into a contractual agreement with a vendor)

DEFINITIONS:

Best value shall mean the consideration of purchase price, warranty, service costs including travel costs, life cycle costs, time of completion/delivery, inventory carrying costs, accessibility compliance, operating and disposal costs to determine the lowest compliant bid from a responsive, responsible bidder.

Blanket Order shall mean the agreement wherein a vendor will sell certain items to the Library for an agreed period of time with established terms and conditions.

Emergency Purchase shall mean a purchase made in a crisis situation where immediate action is required to prevent the possible loss of life or property.

Formal Bid shall mean a sealed bid submission.

Formal Quotation shall mean a document that sets out particular requirements for goods and/or services.

Informal Quotation shall mean a competitive bid process for goods or services that is conveyed and received from bidders in a written format such as email, mail or fax.

Services shall mean items such as telephone, gas, water, hydro, janitorial and cleaning services, consulting and professional services and the rental, repair or maintenance of equipment, machinery, or other personal and real property.

Single Source shall mean the goods and services obtained from one vendor without bid solicitation from other vendors who can provide the same goods and services.

Sole Source shall mean the purchase of a good or service that is unique to a particular vendor and cannot be obtained from another source.



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PAGE: 2 OF 4

Tender means a document that sets out particular specifications for the commodity or services required. This can also refer to an offer in writing to execute some specified work or to provide some specified articles at a specified rate.

POLICY STATEMENT:

Delegation of Spending Authority:

The Bracebridge Public Library Board has ultimate authority for all expenditures within the Library's approved budget. The Board delegates this authority to the CEO or designate through an approved budget. The CEO may delegate purchasing of goods or services to authorized staff. Within the expenditure limits and the policies and procedures set out herein, staff is authorized to procure goods and/or services as may be necessary to carry out the operations of the library. Board resolutions approving budget amendments or capital expenditures as presented by the CEO shall contain the purpose of the expenditure, cost estimates or expenditure limitations and if necessary, be presented to Council for approval.

Procurement Mechanisms:

Goods and/or services may be acquired in one or more of the following ways:

Direct Purchase may be used for CEO approved purchases by staff where the goods or services are readily available at retail outlets or from service providers; are required on an item by item basis; using best value quotations where possible/reasonable; and the total price is less than \$5,000.

Request for Quotation procedures may be Informal or Formal and exclude applicable taxes.

Informal Request for Quotation may be used for purchases where the estimated price exceeds \$5,000 and is less than \$25,000; the requirements are fully defined; and the best value for the library can be achieved by an award selection made on the basis of the lowest quotation that meets specifications. Whenever possible at least three (3) written quotations shall be obtained. Purchases with complex specifications will require a formal request for quotation.

Formal Request for Quotation may be used for purchases where the estimated price exceeds \$25,000 and is less than \$50,000; the requirements are fully defined; and the best value for the library can be achieved by an award selection made on the basis of the lowest quotation that meets specifications. Whenever possible at least three (3) written quotations shall be obtained.



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PAGE: 3 OF 4

Invitation to Tender procedures may be used in the circumstances set out above, but shall be used where the estimated price is greater than \$50,000; the requirements are fully defined; and the best value for the library can be achieved by an award selection made on the basis of the lowest tender that meets specifications. Whenever possible at least three (3) sealed tenders shall be obtained.

Request for Proposal/Expression of Interest procedures may be used in place of a quotation or tender where goods or services cannot be specifically stipulated; when alternative methods or innovative solutions are being sought to perform certain functions or services; the requirement is best described in a general performance specification; and to achieve best value, the award selection must be based at least in part on subjective evaluations

RFP expenditures, including the evaluation criteria and process, shall be approved by the Library Board prior to issuance.

When the preferred proposal exceeds the approved expenditure amount, the proposal shall be reviewed by the Library Board.

Non-Competitive Purchases:

The requirement for competitive bid solicitation for goods and/or services may be waived under the following circumstances:

- traveling expenses, meals, conferences, seminars, memberships, subscriptions, licenses, in-house services and any other goods or services as approved by the Library Board
- where, due to abnormal market conditions, the goods and/or services required are in short supply
- where there is an absence of competition for technical or other reasons and the goods, services or construction can only be supplied by a particular supplier and no alternative exists
- where in the event of an “emergency” as defined by this policy, a requirement exists
- where the requirement is for a utility for which there exists a monopoly
- when patent, copyright or exclusive license is applicable

Blanket Orders:

Blanket orders may be used where the same goods and/or services will be required on a repetitive basis over a period of time; a need is anticipated for a range of goods and services for a specific purpose such as office supplies or books, but the actual demand is not known at the outset, and delivery is to be made when a requirement arises. Current orders have been established through the Southern Ontario Library Service



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PAGE: 4 OF 4

(SOLS) Consortium Purchasing Agreements, Library Services Centre (LSC) cooperative purchasing service and the municipal Muskoka Purchasing Group.

Specific purchasing procedures not covered in this policy will be referred to the Library Board.

RELATED DOCUMENTATION:

Municipal Act, 2001, Part VI, Section 271

Town of Bracebridge Purchasing Policy/Procedures (August 29, 2007 – (07-AF-104))

PREVIOUS REVISIONS: Purchasing and Procurement January 2005

ADAPTED FROM: Town of Bracebridge Purchasing Policy/Procedures (August 29, 2007 – (07-AF-104))