

Cheektowaga Public Library (CPL)

Anna M. Reinstein Memorial Branch

Julia Boyer Reinstein Branch

Procurement Policy

Guideline 1. Every prospective purchase of goods or services shall be evaluated to determine the applicability of Section 103 of the General Municipal Law (a/k/a competitive bidding law). The Cheektowaga Public Library Director (CPL Director) or Cheektowaga Public Library Board President (CPLB President) shall estimate the cumulative amount of the items of supply or equipment needed in a given fiscal year. That estimate shall include past history to determine the likely yearly value of the commodity to be acquired by the CPL for all purposes. The information gathered and conclusions reached shall be documented and kept with the file or other documentation supporting the purchase activity.

Guideline 2. All purchases of (a) supplies or equipment which will cumulatively exceed \$10,000.00 in the fiscal year; or (b) public works projects over \$35,000.00 shall be formally bid pursuant to Section 103 of the NYS General Municipal Law.

Guideline 3.

All estimated purchases of:

- Less than \$10,000.00 but greater than \$4,000.00 require a written request for proposals (“RFP”) and written/fax quotes from three (3) vendors
- Less than or equal to \$4,000.00 but greater than \$2,000.00 require an oral request for the goods and oral/fax quotes from two (2) vendors.
- Less than or equal to \$2,000.00 are left to the discretion of the CPL Director or CPLB President.

All estimated public works contracts of:

- Less than \$35,000.00 but greater than \$20,000.00 require a written RFP and fax/written proposals from three (3) contractors
- Less than or equal to \$20,000.00 but greater than \$10,000.00 require a written RFP and fax/written proposals from two (2) contractors
- Less than or equal to \$10,000.00 but greater than \$3,000.00 require an oral request and oral/fax quotes from two (2) contractors
- Less than or equal to \$3,000.00 are left to the discretion of the CPL Director or CPLB President.

Any written RFP shall describe the desired goods and/or services, quantity and the particulars of delivery. The CPL Director or CPLB President shall compile a list of all vendors/contractors from whom written/fax/oral quotes have been requested and the written/fax/oral quotes offered.

The CPL Director or CPLB President shall contact the vendors/contractors that are likely to provide the best possible goods/services at the lowest possible price, and may for this purpose take into account vendors who have satisfactorily performed work for the library or Town of Cheektowaga in the past.

The CPL Director or CPLB President shall require NYS or Federal prevailing wage rates, when appropriate, for public works projects. Adequate liability insurance will be required from all vendors and contractors.

All information gathered in complying with the procedures of this Guideline shall be preserved and filed with the documentation supporting the subsequent purchase or public works project. Said documentation shall be submitted with any purchase order or voucher to the CPLB Treasurer.

2580 Harlem Road, Cheektowaga, NY, 14225, 716.892.8089

1030 Losson Road, Cheektowaga, NY, 716.668.4991



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Guideline 4. The lowest responsible proposal or quote shall be awarded the purchase or public works contract unless the CPL Director or CPLB President prepares a written justification providing reasons why it is in the best interest of the library to make an award to other than the low bidder. If a bidder is not deemed responsible, facts supporting that judgment shall also be documented and filed with the record supporting the procurement.

Guideline 5. A good faith effort shall be made to obtain the required number of proposals or quotations. If the CPL Director or CPLB President is unable to obtain the required number of proposals or quotations, the CPL Director or CPLB President shall document the attempt made at obtaining the proposals, and shall obtain the prior approval from the CPLB before undertaking such procurement. In no event shall the inability to obtain the proposal or quotations be a bar to the procurement provided approval by the CPLB is obtained.

Guideline 6. Except when directed by the town board, no solicitation of written proposals or quotations shall be required under the following circumstances:

- (a) Acquisition of professional services
- (b) Emergencies
- (c) Sole source situations
- (d) Goods purchased from agencies for the blind or severely handicapped;
- (e) Goods purchased from correctional facilities;
- (f) Goods purchased from New York State or counties within New York State;

Guideline 7. Requests from proposals for items under the competitive bidding thresholds may be issued by the Cheektowaga Public Library Director.

Guideline 8. The following referenced individuals are authorized to make purchases and award public works contracts, subject to the Guidelines above and the following further approval requirements:

Purchases:

- Between \$0.01 and \$9,999.99 Cheektowaga Public Library Director

Public Works Contracts:

- Between \$0.01 and \$34,999.99 Cheektowaga Public Library Director

Adopted by the Cheektowaga Public Library Board of Trustees April 20, 2022.

This policy supersedes procurement stipulations of all previously adopted Cheektowaga Public Library Board resolutions.

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