

Georgina Public Library Board Policy Manual

Policy Title: Procurement Policy

1. GENERAL GUIDELINES

1.1 Purchasing practices shall ensure that prudent use is made of library funds. The Director of Library Services, through the Town of Georgina Purchasing Department, shall maintain files containing all relevant procedures and instructions for implementing such a policy. Such documents shall be available for the information of the Board and others if required.

1.2 All purchases shall be consistent with the budget. Major deviations from the budget shall require Board approval.

1.3 All purchases shall be consistent with Town of Georgina Purchasing By-Law number 2004-0120, with the exception of authorities required for approval, where the Library Board retains right of approval rather than Town Council.

2. TENDERS

2.1 Sealed tenders will be called for the purchase of individual items costing \$20,000.00 or more, except as noted below. The Director of Library Services, at his/her discretion, may call for tenders for individual items costing less than \$20,000.00.

2.2 Tenders may be called by public advertising and will be unsealed in a meeting open to the public.

2.3 It may be advantageous in certain circumstances i.e. where compatibility with the existing situation is desirable, where a consultant recommends invitational quotes, where there are limited library specific vendors, in situations where time is of the essence, for reasons of cost, etc., not to call for tenders. In these situations, three written quotations from different vendors will be obtained. In extreme emergencies, work may be authorized by the Director of Library Services. In all such circumstances, consultation with a member of the executive of the Board shall occur and a report shall be made to the Board by the Director of Library Services.

2.4 The Management Team shall serve as a Tendering Committee and a majority of the Committee shall be present at the time of opening of tenders, in the presence of the Town Purchasing Agent. A member of the Library Board and/or an expert in the field may be a member of the Tendering Committee.

2.6 The Director of Library Services shall prepare a report for the Library Board on the preferred vendor and shall attach the tender report with a recommendation.

3. QUOTATIONS

3.1 A minimum of three written quotations from different vendors will be obtained for individual items costing over \$10,000.00 but less than \$20,000.00 except as noted below.

3.2 At the discretion of the Director of Library Services, a minimum of three telephone quotations may be obtained for individual items costing \$10,000.00 or less, in consultation with the Town CAO and/or Library Board Chair.

4. OTHER

Georgina Public Library Board Policy Manual

4.1 Large purchases made through a single supplier or jobber shall be brought to the attention of the Board. It is acknowledged that the majority of the materials budget is committed to one vendor, currently Library Services Centre.

POLICY HISTORY:	
Initial Draft	November 02, 2009
Draft Presentation Review	November 19, 2009
Board Presentation:	December 17, 2009
Board Adoption:	December 17, 2009