

Procurement Policy

Purchasing and Expenditures

All purchases and expenditures of the Canton Public Library (hereinafter: Library) must comply with the documentation and approval requirements listed in the following chart.

Purchase Limits	Documentation Required	Approval Level
\$0.01-\$50.00	Petty cash or Library credit card purchase. Quotes not required.	Library Director
\$50.01- \$500.00	Library credit card purchase. Quotes not required.	Library Director
\$500.01-\$5,000.00	Three quotes, if available.	Library Board
\$5,000.01 and up	Published RFP. Formal Sealed bid.	Library Board

Purchases up to \$500

Library staff can use written, catalog, or telephone quotations as applicable.

Quotes \$500.01- \$5,000

1. Library staff can invite quotes from persons, firms, or corporations.
2. In some cases, to be determined on a case-by-case basis, catalog and telephone quotes may be acceptable.
3. Quotes will be in writing on company letterhead.
4. The Library will determine the best value by considering timing, quality, quantity, price, vendor performance, and any other relevant criteria. The Library reserves the right to reject any quote and to accept the proposal that is in its best interest.

Requests for Proposals (RFPs) \$5,000.01 and up

1. Library staff and the Library Board of Trustees can invite RFPs from persons, firms, or corporations.
2. For all contracts with a value of \$5,000.01 and up for services, materials, or both, an RFP will be published on the Library's website, and one time in a newspaper of general circulation within the district's boundaries.
3. All bids shall be sealed and opened in the presence of witnesses.
4. The Library Board will determine the best value by considering timing, quality, quantity, price, vendor performance, and any other relevant criteria. The Library Board reserves the right to reject any proposal and to accept the proposal that is in its best interest. All formal proposals will be a matter of public record.

5. The Library Board may reject all bids and may submit the request for quotation (or invitation to bid) repeatedly to the same or other persons, firms, or corporations, and/or publish a repeated notice of the proposed purchase.

Competitive Bidding is not required in the following cases:

1. Circulating Library materials (e.g., books, periodicals, audiovisual materials, e-materials), printing services, computing and networking, etc. These may be sourced by vendor rather than item by item.
2. Sole source purchases, if it has been determined that only one vendor is capable of meeting all specifications and purchase requirements or that it is in the Library's best interests. Purchase may then be made on the basis of prices established by negotiation.
3. Services (gas, electricity, telephone, etc.) purchased from a public utility at a price or rate determined by the applicable government authority.
4. Where proposed equipment and/or services vary to the extent that sealed bids are not practical. Detailed proposals may be accepted in lieu of such bids.
5. Purchases made cooperatively with other units of government.
6. Purchases from federal, state, or other local governmental units.
7. Emergency purchases, with emergency situations defined as situations in which operation of the Library would be seriously hampered, or when protection and preservation of public properties would not be possible by using the usual purchasing procedures.

Local Vendor Preference

It is the preference of the Library to solicit vendors located in Northeast Missouri. When selecting a local vendor over an out-of-area vendor, all other factors used to determine best value must be equal.

Emergency Purchases

In the event of an unforeseen emergency that necessitates purchases be made immediately, portions of this policy can be waived with approval by the Library Director as long as the policy is adhered to as closely as conditions permit. The Library Director or their appropriate appointed designee will notify the Library Board within 24 hours when any such emergency purchase is necessary.

Code of Ethics

No Library employee, member of the employee's family (spouse, parents, brothers, sisters, children, or any other immediate relative), or entity owned by the employee or a member of the employee's family will be allowed to sell goods or services to the Library.

No member of the Library Board, member of the trustee's family (spouse, parents, brothers, sisters, children, or any other immediate relative), or entity owned by the trustee or a member of the trustee's family will be allowed to sell goods or services to the Library.