

PATTERSON LIBRARY

FORMAL BID PROCESS

When the purchase of supplies and equipment total in excess of \$20,000 or in excess of \$35,000 for capital projects, the Library Director will comply with the formal bid process requirements set forth in this section. The Board of Trustees instructs the Library Director to seek written, competitive bids from a minimum of 3 vendors, if possible.

Exceptions to the Competitive Bid Process

- Emergency: Where equipment, materials, parts and/or services are needed, quotations will not be necessary if the health, welfare, or safety of the staff and public is involved. However, the Board of Trustees should be notified of such purchases concurrently.
- Sole source: goods or services for which there is no substantial equivalent, or which are provided by only one source.
- Professional services: services which involve specialized expertise or knowledge such as architects, engineers, land surveyors, attorneys, insurance brokers.

All requests for proposals (RFP) will follow the general purchasing policies in addition to the following policies:

- Advertise the invitation to bid or RFP:
 - ◊ On the Library's website
 - ◊ In newspapers at the discretion of the Patterson Library Board of Trustees
 - ◊ By direct notice to specific providers at the discretion of the Patterson Library Board of Trustees
- Provide a clear and accurate description of the technical requirements of the material, product or service to be procured.
- List the requirements which the bidder must fulfill and all other factors to be used in evaluating the bids and proposals.
- Provide a description whenever practical of technical requirements in terms of function to be formed under proper acceptable standards.
- Provide a timetable for submission of bids as well as completion of purchase/project.

Competitive bids will be evaluated for, at a minimum:

- Adequacy of the bid as related to the purchase and project
- Skill and experience of bidder company and the company personnel
- Compliance with administrative requirements (due date, insurance coverage etc.)
- Bidder's financial stability, possibly via credit check or other investigative resource
- Cost
- Other criteria the LD and board of trustees deem necessary for a specific purchase/project

Bids which have been deemed qualified by the Library Director will be submitted to the Board of Trustees for consideration.