

Cochrane Public Library Board

Purchasing Policy Statement

1. GUIDING PRINCIPALS

The Cochrane Public Library will only acquire goods and/or services solely in a manner that complies with its purchasing policy and appropriate purchasing principles for the public sector which reflect a high standard of business ethics, do not favour or discriminate, are cost effective and result in the best value for the Library.

The Library Board and staff will assure that all purchases follow best practices and policies and will be competitive, efficient and transparent in the acquisition of goods and services.

The purchasing policy is intended to provide direction for the expenditure of funds to complete the programs approved by the Library Board in the annual operating and capital expenditures budget.

It is the intent of the purchasing policy to ensure all procurement of goods and services provide the best value for the Library in terms of optimal balance of quality, performance and costs.

2. PURCHASING STANDARDS

- 2.1 Goods and services acquired by the CEO, or her designate, will comply with the Library Board's requirements and with all standards, codes and regulations prescribed by law to ease maximum benefit to protect the health and safety of the Library, its employees and the public.
- 2.2 Purchasing needs assessments and purchasing planning will consider alternative timing and supply strategies and the effective and economical management of goods and services throughout their useful life.
- 2.3 In calling for tenders, proposals or quotes, the Library shall incur no obligation to accept any bid, tender, proposal or quotations.
- 2.4 The Library shall consider relevant Provincial and Federal initiatives in the procurement plans of Library purchases.
- 2.5 The Library shall endeavour to procure goods and services from responsible suppliers who abide by ethical standards and norms. ...2/

- 2.6 The Library will endeavour, where cost effective, to procure goods and services with due regard to the preservation of the natural environment and, where feasible, encourage suppliers to supply “green” products.
 - 2.7 The Library encourages innovation and the use of technology that meet Library specifications and industry standards in order to ensure the utilization of the most efficient and effective operations and practices.
3. **PURCHASE OF LIBRARY MATERIALS**
- 3.1 The Chief Executive Officer only, is authorized to order Library collection materials for the Library.

Material may consist of books, DVDs, audio tapes, videos and other media deemed suitable in conjunction with the Library’s selection policies.
 - 3.2 All periodical orders and renewals shall be directed to the C.E.O., for payment.
 - 3.3 In acquiring goods and services the C.E.O shall:
 - 1. Ensure that approved budgetary allowances are not exceeded without prior approval from the Board.
 - 2. Provide if requested by the Board, written details with regards to the vendor’s performance.
4. **PURCHASE OF MAINTENANCE SUPPLIES**
- 4.1 The Custodian is authorized to purchase necessary maintenance supplies as described in the Janitorial Agreement.
 - 4.2 All equipment repairs and the purchase of equipment and material outside the established limits of section 4.1 shall be the responsibility of the C.E.O., or her designate.

5. **PURCHASE OF PROCESSING AND OFFICE SUPPLIES**

- 5.1 The C.E.O, or her designate, is authorized to purchase processing and office supplies as required.
- 5.2 All equipment purchases and repairs outside the established limits of section 5.1 shall be pre-authorized by the Board.

6. **PURCHASES TO \$500.**

- 6.1 The C.E.O. is hereby authorized to purchase required goods or services having a value up to and including \$500.00 that have not been identified in the annual budget.
- 6.2 Such purchases may be made by means of a purchase order, blanket order, corporate purchasing credit or debit or such other means as may be authorized by the C.E.O.

7. **PURCHASES OVER \$500.**

- 7.1 Purchases over \$500.00 shall be subject to specific pre-approval and motion by the Cochrane Public Library Board.
- 7.2 The method of solicitation will normally be by a request for proposal or public tender, although the C.E.O. at his/her discretion may use another method or restricted tendering if circumstances warrant and to do so is not contrary to the best interest of the Library.
- 7.3 Responses to the solicitation of goods and services over \$500 not identified in the annual budget will be evaluated by the Board, who will recommend a vendor to the C.E.O.

8. **PROCUREMENT PROCESSES**

- 8.1 The Library will make procurement decisions using an open, accountable, objective, fair, effective and efficient process by adopting standard approaches by:
 - a) Selecting the appropriate type of procurement process to be used;

- b) Communicating with vendors throughout the process;
- c) Evaluating proposals;
- d) Dealing with vendor's queries and complaints;
- e) Providing unsuccessful vendors with feedback;
- f) Maintaining records of the procurement process; and
- g) Maintaining records on vendor performance under contracts;
- h) Records must be maintained for a minimum of seven years plus the current year.

8.2 The Cochrane Public Library may use a number of competitive public procurement processes.

Depending up on the procurement process being used, the Library may use criteria, other than price, such as indirect costs, overhead costs, experience, and/or quality, to make procurement decisions.

9. **NON COMPETITIVE PROCUREMENT**

Although competition is the cornerstone of the purchasing process and all purchases are to be competitive where feasible, there are circumstances where this is not possible or in the best interests of the Library. In certain situations goods/services are required to be purchased without a competitive bidding process. Non competitive procurement is permitted under this policy in the following circumstances:

- 9.1 When an unforeseeable condition of urgency exists, for emergency, protection and security concerns and the goods or services cannot be obtained in time through a competitive process.
- 9.2 When the required item is covered by an exclusive right such as a patent, copyright or exclusive licence.
- 9.3 When the purchase is already covered by a lease-purchase agreement where payments are partially or totally credited to the purchase.
- 9.4 When it is necessary to ensure compatibility with existing products or to avoid violating warranty/guarantee requirements when service is required.

- 9.5 When no bids were received in a competitive process.
- 9.6 When the required item is in short supply due to market conditions.
- 9.7 When competitive sourcing for low value procurement would be uneconomical or would not attract bids.
- 9.8 When competitive procurement may be found to be impractical for such items as meal expenses, incidental travel expenses and training and education expenses.
- 9.9 When individual performer contracts are being considered for public performance and where facility rental only is not a viable option.
- 9.10 At the discretion of the Board.
- 9.11 At all times the above circumstances must be documented and subject to scrutiny.

10. **PURCHASE OF UTILITIES AND GOVERNMENT SERVICES**

The supply or relocation of utilities, including gas, electricity, telephone, telecommunications and government fees associated with these services or other government services may be purchased without purchase orders or procurement procedures.

11. **PAYMENT**

- 11.1 The accounts section of the municipality of Cochrane will process for payment all goods and services for which an invoice has been authorized by the C.E.O.
- 11.2 Small purchases will be paid from petty cash. All purchases must be accompanied by a receipt. These receipts will be submitted to the municipal financial Section for reimbursement.

12. **DISPOSAL OF ASSETS**

- 12.1 Where any goods are surplus, unusable, non-repairable or obsolete, the CEO, at the direction of the Board will seek a user for them or declare them as surplus and dispose of them according to the Disposal of Assets Policy.

- 12.2 All asset disposal and proceeds distribution will be reported to the C.E.O. and or the Library Board.

13. **INTEGRITY AND INFLUENCE**

13.1 No person, company, corporation or organization shall attempt in any way, either in private or in public, to influence the outcome of any Library purchasing or disposal process.

13.2 The bid, quotation or proposal from any person, company, corporation or organization that does attempt to influence the outcome of any Library purchasing or disposal process will be disqualified, and the person, company, corporation or organization may be subjected to exclusion or suspension.

14. **PREFERENCE FOR LOCAL SUPPLIERS**

The Ontario Discriminatory Business Practices Act (C.R.S.O. 1990) shall be applied to prevent discrimination in Ontario on the grounds of race, creed, colour, nationality, ancestry, place of origin, sex or geographical location of persons employed or engaging in business.