

# Northland Library Cooperative Purchasing Policy

## General

The Northland Cooperative Library Director shall purchase or contract for supplies and services to the best advantage for the Northland Library Cooperative and its members by procuring the highest quality supplies and contractual services.

## Contracts and Agreements

The Northland Library Cooperative Director shall determine which purchases of materials, supplies, equipment and contractual services shall be by contract. All other purchases may be by purchase order. All contracts and agreements valued over \$10,000 shall be submitted to the Northland Library Cooperative Board for approval. Such contracts shall be signed by the Northland Library Cooperative Director and/or President of the Northland Library Cooperative Board, and may be subject to review by a designated attorney.

## Credit Cards

The Northland Library Cooperative will maintain a business credit card with reasonable credit limits for the purchase of goods and/or services for the official business of the Cooperative. The card shall be for use by the Director. The balance due shall be paid by the due date.

### Responsibility:

The credit card user shall be responsible for the protection and custody of their respective card and shall immediately notify the credit card company if a credit card is lost or stolen. Misuse of corporate credit card will be subject to disciplinary action. The credit card user shall return the credit card upon termination of employment.

### Compliance:

The Cooperative Director shall be responsible for accounting, monitoring, and overseeing compliance with this policy.

## Bids

### Cost Under \$5,000:

The Northland Library Cooperative Director is authorized to make purchases for all individual items where the cost per item is under \$5,000.

### Cost \$5,000 to Under \$20,000:

For purchases where the cost per individual item is at least \$5,000 but under \$20,000 the Northland Library Cooperative Director is authorized to make purchases after obtaining pricing from a minimum of two sources, when available.

### Cost Over \$20,000:

For purchases where the cost per individual item is over \$20,000, the Northland Library Cooperative Director shall solicit competitive bids and approve the advertisement for bids whereas the method of

publication may be posted and published in appropriate newspapers or publications and on the Northland Library Cooperative website not less than ten days before the date for receiving bids.

**Award of Bids:**

Contracts and purchases shall be awarded to the lowest responsible bidder, unless authorized to the contrary by the Northland Library Cooperative Board. In the event of identical bids, the order shall be awarded to the bidder in the area served by the Northland Library Cooperative, if any. If there are no local bidders or if local bidders submit identical bids, the contract or purchase shall be awarded to one of the tie bidders by drawing lots in public.

**Rejection of Bids:**

The Northland Library Cooperative Board reserves the right to reject any or all bids for any reason.

**Professional Services:**

No bids shall be required for professional services, but proposals for such will be solicited on a periodic basis.

**Waiver of Requirements:**

There may be some items for which there is only one supplier, and therefore it may be impossible to have competitive bids on.

**Emergency Purchases**

In the case of purchases, contracts, or agreements valued up to \$25,000, deemed by the Northland Library Cooperative Director to be of an emergency nature, and normally requiring Northland Library Cooperative Board approval, the Northland Library Cooperative Board shall be polled (telephone, email, etc.) prior to action being taken, with formal Northland Library Cooperative Board approval at the next regular or special Northland Library Cooperative Board meeting.

Reviewed and approved August 20<sup>th</sup>, 2020 by Northland Library Cooperative Board.