



PROCUREMENT

Longwood Public Library will follow the provisions of New York State law regarding purchase and public works contracts. All purchase contracts in excess of \$20,000 and all public works contracts in excess of \$35,000 shall be subject to competitive bidding.

The following items are not subject to competitive bidding:

- Goods purchased from agencies for the blind or severely handicapped.
- Goods purchased under State or county contracts.
- Goods purchased under contracts of other political subdivisions.
- Goods purchased under contracts of Suffolk Cooperative Library System (SCLS) or BOCES.
- Surplus and second-hand purchases from another governmental entity.
- Professional services.

All materials and services not subject to competitive bidding will be secured by the use of written proposals, written quotes, verbal quotes, or any other method which will assure that goods will be purchased at the lowest price possible from a responsible vendor.

In the event of an emergency, where the delay caused by obtaining quotes will endanger the health, welfare or property of the patrons and staff of the library, the procurement of purchase and public works contracts will be at the discretion of the Library Director.

Procedures for procurement of purchase contracts not subject to competitive bidding:

<i>Dollar Limit</i>	<i>Procedure</i>
\$1 - \$3,000	Discretion of Business Office
\$3,001 - \$20,000	Written quotes from at least three vendors (if available)

Procedures for procurement of public works contracts not subject to competitive bidding:

<i>Dollar Limit</i>	<i>Procedure</i>
\$1 - \$4,000	Discretion of Business Office
\$4,001 - \$35,000	Written quotes from at least three vendors (if available)

The Board of Trustees shall review the Procurement policy on an annual basis.