

Authority and responsibility for procurement for the Salem-South Lyon District Library shall be under the direction of the Library Director. The Director shall oversee all purchasing activity of designated staff members.

The general purchasing policy of the Salem-South Lyon District Library shall be as follows:

1. Professional Services: The Board recognizes that legal, accounting, actuarial, auditing and other professional services do not lend themselves to normal procurement methods such as competitive bidding; thus the Board may use any method deemed appropriate to select firms to render these services.
2. Other acquisitions of goods and services: Generally, vendor selection methods are divided into the following levels:
  - a. All purchases with an estimated total cost of \$10,000 or more require formal competitive sealed bids. The bids shall be awarded by the Library Board of Trustees. All sealed solicitations shall be advertised publicly at least fourteen days in advance of the date announced for the opening bid unless limitations prohibit.
  - b. All purchases with an estimated total cost between \$5,000 and \$10,000 require written quotations from at least three (3) prospective bidders, if available. The bid shall be awarded by the Library Board of Trustees.
  - c. All purchases under \$5,000 are to be purchased using the best judgment of the Director or designated purchasing agent as to source of supply based on the best available information which may include quotations, either in person, telephone, fax, or written, from at least three prospective bidders, if available.
  - d. All purchases made under a cooperative program or through a pre-selected vendor that has already completed the bidding process is exempt from this policy.
  - e. All purchases must be contained within the budget approved by the library Board of Trustees. Any purchase not contained within the budget must go to the Board for approval.
  - f. The competitive bidding process may be waived at the Board's discretion when there is only one known supplier or a predetermined list.
  - g. When there exists a threat to public, health, safety, or welfare, the Library may make emergency procurement, following established procedures as much as is practical under the circumstances. A written justification of the nature of the emergency and for the selection of the particular vendor shall be submitted to the Board of Trustees and shall become part of the record for that purchase.

**Policy cross-referenced: 301**