



SECTION 7: FINANCE AND PURCHASING

POLICY 7.1: PURCHASING POLICY

Passed:

Amended: 7.1.9 – October 28, 2009

The purpose of the purchasing policy is to define the process to be followed in obtaining the best possible value for the Prince George Public Library and to establish control over who in the organization can initiate purchases or authorize expenditures.

7.1.1 The following are the methods required at various expenditure levels (before taxes) by which the Prince George Public Library will procure goods and services:

- \$ 600 - \$5,000 Telephone Quotes (3)
- \$5,001 - \$25,000 Written Quotes (3)
- \$25,001 - \$50,000 Written Quotes (3) and written selection process
- Over \$50,000 Public Tendering or RFP

These are the minimum requirements. Tenders or RFPs may be issued for items valued at less than \$25,000 by Governance Committee on Board.

7.1.2 Purchasing activities are to be carried out in a manner that enhances competitive bidding so that required materials or services are obtained in a timely manner, in the desired quantity, of the desired quality, and in the most cost-effective manner possible.

7.1.3 Purchasing activities are to be conducted in a manner that assures qualified suppliers fair treatment and equal opportunity.

7.1.4 Purchasing activities should encourage the development of local sources of supply where there is no increase in cost to the Prince George Public Library.

7.1.5 Purchasing decisions are to be based on demonstrable technical and operational considerations.

7.1.6 Where practicable, purchasing decisions are to be based on the “life cycle” cost of the acquisition rather than just the initial purchase price. “Life cycle” costs include operation, repair, staff, and disposition costs rather than just the invoice price.

7.1.7 Public tendering and RFPs may be requested at the discretion of the Board or by their direction to the Chief Librarian.

7.1.8 Contracts greater than one (1) year in duration (including renewal periods) can only be awarded by the Chief Librarian regardless of the dollar amount involved.

7.1.9 The following are the maximum amounts allowable (before taxes) for purchasing authority or delegation of purchasing authority in any single purchase of goods or services:



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- Managers Up to \$25,000
- Chief Librarian Up to \$50,000
- Board No limit

Management staff may sign in excess of these amounts only for the regularly scheduled salaries and rent cheques from the city.

7.1.10 The Prince George Public Library supports the concept of “Green Procurement” and will give preference to environmentally superior products where quality, function and cost are equal or superior.

7.1.11 A wood option shall be included for consideration in all building construction tenders or requests for proposals.

7.1.12 Special Purchasing Situations

7.1.12.1 If necessary due to a special situation, one or more requirements of the Purchasing Policy may be waived with the approval of the Board.

7.1.12.2 Where specialized equipment or services are required and there are fewer than three (3) suppliers who could reasonably provide the product, quotation, tenders, or RFPs as appropriate may be obtained from just those suppliers. Documentation noting this situation must be included with the quote information.

7.1.13 Complaints regarding the purchasing process shall be put in writing and referred to the Governance Committee before the contract is awarded.

7.1.14 Board Signing Authorities

7.1.14.1 Board signing authorities by default will be the Board Chair, Vice-Chair, and Governance Chair, unless one person holds more than one position, in which case the Board may designate an individual from the Board to total 3 Board signing authorities.