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# Lanark Highlands Public Library



Policy Type:	<b>Operational</b>	Policy Number:	<b>OP-02</b>
Policy Title:	<b>Procurement of Goods and Services</b>	Initial Policy Approval Date:	<b>March 2019</b>
		Year of next review:	<b>March 2022</b>

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The Lanark Highlands Public Library Board recognizes the procurement of goods and services must be undertaken in a way that complies with all applicable legislative requirements and provides the best value for the library while balancing quality, cost, and effective and efficient processes.

## **Section 1: Scope**

This policy covers all procurement of all goods and services by the Lanark Highlands Public Library Board, the CEO and all employees of the Lanark Highlands Public Library on behalf of the Library including, but not limited to, the following:

- a) Goods – collections, collections processing supplies, computer hardware and software, furniture and equipment, office supplies, construction and building materials
- b) Professional Services – financial, strategic planning, engineering, information technology, human resource management
- c) Facility Services – construction, building cleaning, building system maintenance, landscaping, snow plow service

## **Section 2: Definitions**

“Best value” means the balance of quality, delivery precision and cost using a pre-determined evaluation plan.

“Bid” means an offer or submission received from a vendor in response to a request

“Contract” means a binding agreement between at least two parties. In some

cases, a “purchase order” is the contract

“Supplier” means an individual or organization provides goods or services to the library such as a contractor, service organization, vendor or consultant.

### **Section 3: Assumptions and Guiding Principles**

The Lanark Highlands Public Library will be led by these guiding principles:

- a) The Library will endeavour to procure goods and services from responsible suppliers who follow ethical standards.
- b) The Library, will endeavour to procure goods and services while respecting the preservation of the natural environment and, where feasible, encourage suppliers to supply “green” products.
- c) Purchases will be made in compliance with all relevant statutes and regulations including, but not limited to, the *Municipal Act*, *Accessibility for Ontarians with Disabilities Act (AODA)*, and the *Public Libraries Act*.
- d) Procurement decisions will be made using an open, accountable, fair yet efficient process including creating a standard approach for conducting the process; communicating with bidders throughout the process; evaluating submissions; awarding the contract; and maintaining records of the procurement process.

### **Section 4: Accountability**

The Lanark Highlands Public Library Board authorizes the CEO to act for the Lanark Highlands Public Library in the procurement of goods and services.

- i. The CEO is authorized to proceed with formal agreements and contracts on behalf of the Lanark Highlands Public Library
- ii. The CEO is authorized to delegate authority for procurement, depending on the scope and value of a purchase or contract (see Appendix A)
- iii. The authority to proceed with procurement is subject to the availability of sufficient funds within the approved Lanark Highlands Public Library budget.
- iv. If a project exceeds, or is anticipated to exceed, the approved contingency threshold, then the Library Board must be notified to approve additional funds.

The Board gives authority to the CEO to establish procurement procedures required to enact the policy, for example, sourcing levels, approvals, etc.

## **Section 5: Conflict of interest**

A member of the Lanark Highlands Public Library Board or an employee of the Lanark Highlands Public Library must declare pecuniary interest in any proposal, contract, tender, or quotation for the supply of goods and services to the Library, should he or she have direct or indirect interest in said work or project.

## **Section 6: Exclusions**

This procurement policy includes the purchase of all goods and services for the library except for the following:

- i. Utilities such as water, hydro
- ii. Training and education such as conferences, registration, courses, and workshops
- iii. Refundable employee expenses such as travel, mileage, accommodation
- iv. General expenses such as licenses, postage
- v. Petty cash items less than \$50

## Appendix A

### **Lanark Highlands Public Library Procurement Policy: Spending Authority**

<b>Type of procurement</b>	<b>Authority</b>
Credit card purchases	The CEO can purchase items up to \$1000 on the corporate credit card.
Single source	The CEO approves purchase of everyday items up to a value of \$2,000
Request for quotation	<p>Goods and services between \$2,000 and \$20,000 request two (2) written quotes, and between \$20,000 and \$50,000 require three (3) written quotes.</p> <p>The CEO approves contracts up to \$20,000. Contracts over \$20,000 are awarded based on recommendation to the Library Board</p>
Request for proposal	<p>RFPs are formal invitations to suppliers to identify specific services, equipment or products that would meet the requirements of the library.</p> <p>The library requirements will be outlined in a general performance specification document</p> <p>All proposals will be evaluated against clearly stated criteria and specifications</p> <p>The selection will not be made solely on the basis of the lowest dollar value that meets the requirement of the proposal</p> <p>The CEO approves contracts up to \$20,000. Contracts over \$20,000 are awarded based on recommendation to the Library Board</p>