



Carleton Place Public Library

Policy Type:	Operational	Policy Number:	OP-09
Policy Title:	Procurement Policy	Initial Policy Approval Date:	February 25, 2016
		Last Review/Revision Date:	
		Year of Next Review:	2019

In accordance with the Public Libraries Act, R.S.O. 1990, Chapter P.44, the Library Board is responsible for overseeing the Library budget and advising the Manager of Library Services of fiscally responsible budgetary/financial practices. As required under Section 270 of the *Municipal Act*, 2001, S.O. 2001, c. 25, this policy sets out the guidelines for the purchase of goods, services, construction, and professional services for employees and Board members of the Carleton Place Public Library.

This Policy has been adapted from the Town of Carleton Place's policy to meet the specific needs of the Carleton Place Public Library Board.

1. DEFINITIONS

For the purpose of this policy, the following words shall have the meaning given herein:

GOODS shall mean all supplies of materials which are purchased by the Town and all consulting or professional persons engaged by the Town or any other persons or equipment engaged on a rental basis by the Town. Projects shall not be divided to reduce the cost of goods.

MANAGER shall mean Manager of Library Services of the Carleton Place Public Library.

BOARD shall mean the Carleton Place Public Library Board.

LIBRARY shall mean the Carleton Place Public Library.

SUPPLIER shall mean the person or corporation from which goods or services are obtained.

BUDGETED ITEM shall mean goods or services which are identified or for which funds were approved in the current year's municipal budget. This includes goods or services required for ongoing operations before the budget is approved.

NON-BUDGETED ITEM shall mean goods or services for which funds were not included in the current year's municipal budget.

EMERGENCY ITEM shall mean goods or services which are required to respond to an emergency situation.

PURCHASER shall mean the employee arranging to purchase the goods or services.

2. SCOPE OF GOODS OR SERVICES

2.1 The following information shall typically be requested from suppliers prior to confirming an order:

- price and terms of payment;
- product specifications;
- delivery date and delivery charges;



- d) suppliers experience; and
- e) warranty terms and conditions.

2.2 Wherever possible, total annual quantities of goods or services shall be estimated early in the fiscal year and prices shall be negotiated for delivery throughout the year.

2.3 The Manager is encouraged to coordinate purchasing between municipal departments whenever possible.

2.4 As a general principle, local suppliers shall be given every opportunity to supply goods and shall be selected as vendor of choice wherever other factors are equal.

2.5 As a general principle, goods shall be purchased from the lowest cost supplier unless there is justification for selecting a different supplier.

3. PURCHASE OF GOODS

Budget Approval

All goods to be purchased within the fiscal year should normally be clearly identified within the budget. Purchasing for items clearly identified within the budget shall proceed as described below.

However, on occasion, the budget will include funding for the purchase of certain goods which have not yet been clearly defined. A clear definition of the proposed project, including revenue projection if any, must be approved by the Board before any purchases relating to the item can be authorized. The Board may require a business plan, as outlined on the attached, to be submitted prior to agreeing to fund an event. Once the Board has approved the clearly defined project, purchasing shall proceed as described below.

Goods with a Value of Less than \$500.00

Any employee of the Library may proceed with the purchase of these goods or services from a known supplier who provides acceptable quality goods or services at a competitive price, provided they are instructed to proceed with the purchase by the Manager. Payments shall be authorized by the Manager.

Goods with a Value Greater than \$500.00 but Less than \$5000.00.

The Manager may proceed with the purchase of these goods provided the item is included in the budget and the price paid for the item can be justified through comparison or by other means.

For non-budgeted items, the Manager must first obtain Board approval before proceeding to purchase the goods. Any significant (10% and >\$1,000) variance of the actual cost from the approved cost must be reported to the approving body.

Goods with a Value Greater than \$5,000.00 but Less than \$50,000.00

For goods of this value, competitive written prices must be obtained and presented to the Board for approval before the purchase contract is awarded. Funding for non-budgeted goods of this value must be approved by the Board. Any significant (10% and >\$1,000) variance of the actual cost from the approved cost shall be reported to the Board. Minutes containing the authorization of the committee are to be kept.

Goods with a Value Greater than \$50,000.00.

For goods of this value, competitive written prices must be obtained and presented to the Board for approval. The competitive prices will normally be obtained on prepared tender forms through an advertised or invitation tender. Any significant (10% and >\$1,000) variance of the actual cost from the approved cost shall be reported to the Board. Motions containing the authorization of the Board are to be kept.

Goods Required to Respond to an Emergency Situation

The purchaser shall obtain prices for goods as outlined above if time permits. Should time or circumstances not permit the above procedures, the Manager, shall use his/her judgement and experience to obtain the most suitable goods available. An



accounting of all emergency expenditures shall be presented to the Board at the next scheduled Library Board meeting. Any presentation to the Board shall be kept.

Authority to Purchase

Individual members of the Board are not authorized approve expenditures unless the Board specifically authorizes, in writing, an individual to do so. Any person authorizing expenditures are responsible to ensure compliance with the Library's policies identified above. Any non-staff purchaser shall sign a form indicating that they will comply with this policy.

Approval of Purchase

When approving a purchase, the Board shall be satisfied that the purchasing process was appropriate and shall identify the purchasing agent and the account which will fund the purchase.

Cash Advance

A Cash Advance, to assist with the purchase of goods, shall only be provided for exceptional circumstances. A cash advance, for a staff member, of less than \$500 may be authorized by the Manager. Any other cash advance must be approved by the Board.

4. CHEQUE REQUISITION

4.1 Cheque Requisitions are used to issue cheques when there is no invoice (i.e. conference registration). Appropriate documentation shall be attached to the cheque requisition form to identify the goods being purchased.

5. POLICY EXCEPTIONS

5.1 Exceptions to this policy will be permitted but must be approved by the Board.

6. REVIEW

6.1 The Procurement Policy will be reviewed at least once every four years.