



PUTNAM • ALACHUA • LEVY
PUBLIC LIBRARY COOPERATIVE

From the Gulf to the St. John's River

401 East University Ave. • Gainesville, FL 32601 • Tel. 330-328-7157

PAL Public Library Cooperative Purchasing Policy

Adopted by the Library Governing Board on Nov 13, 2017 and updated on May 17, 2021

The intent of this Policy is to maximize the use of the PAL Public Library Cooperative's (PAL) funds by employing prudent, time efficient, and professional acquisition and procurement practices to achieve the best possible value in meeting the Cooperative's needs for goods and services.

Only the PAL Administrator, or other agent designated by the Library Governing Board, is responsible for purchases made on behalf of the PAL.

For all purchase decisions, the PAL Administrator, or the other agent designated by the PAL Public Library Governing Board, will be accountable to the Board.

The Board has the final authority to approve or reject any purchase.

Given a best faith effort when possible, books, magazines, audiovisual, and other such materials intended for patron use will be purchased at the lowest possible cost.

The Library Administrator shall obtain approval from the Board for any contract which obligates PAL longer than one year.

The following schedule is to be used for purchases of supplies, commodities, or equipment for which prices are defined and the budget allows. These amounts are

- Up to \$5000 – Discretion of the PAL Administrator
- Over \$5000 – Approval from Governing Board

For purchases over \$5,000 to pre-established vendors, the Governing Board gives approval to the Administrator to make these payments via EFT (Electronic Funds Transfer) methods, where available by the vendor, after seeking approval via email of the invoice to the Board Treasurer.

For purchases over \$10,000 to newly established vendors, three written quotes will be solicited. Quotes will be evaluated by the PAL Administrator and Cooperative Chair. Selection will be based on state contracts (where available, see below) or the lowest **qualified** bid.

Non-competitive purchases may be used to procure goods or services available from a "sole source," or when it is determined that competitive bidding is not feasible or not advantageous to the Cooperative.

The Cooperative may utilize a process commonly known as "piggybacking". When "piggybacking" off of another government's contract (State of Florida, Federal Government, Host

County, Member County, for example), the Cooperative forgoes its normal quote process and instead adopts the prices in another governmental entity's contract with a vendor.

The Cooperative reserves the right to accept the lowest or best bid or quote, to waive any and all informalities or irregularities in any bid, and to reject any and all bids received

Purchases made with the Cooperative credit card must conform to this Policy.

For clarification on any unique financial situations, we will refer to the State of Florida's Purchasing Rules and Statutes located at:
www.dms.myflorida.com/business_operations/state_purchasing/documents_forms_references_resources

Signature



Library Governing Body

5/17/2021 _____

Date