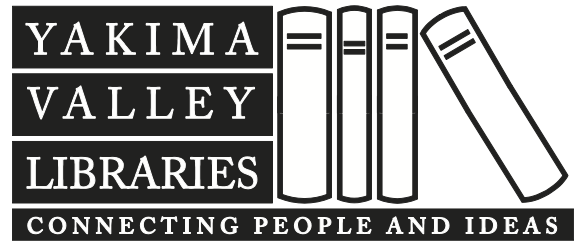


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# Purchasing Policy



## **PURPOSE**

The purpose of this document is to establish policy for purchasing and contracting for equipment, professional services, materials and supplies for Yakima Valley Libraries.

### *Basic Goals*

To comply with legal requirements of public purchasing;

To assure vendors that impartial and equal treatment will be afforded to all who wish to do business with Yakima Valley Libraries;

To receive maximum value for each public dollar spent;

To provide YVL with goods and services at the time and place needed and of the required standard, quality and quantity;

To explore new sources, products, materials, processes, ideas, and to assure that information will be available to all departments; and

To purchase only goods and services for which funds have been approved through the budget process.

YVL shall have purchasing procedures and guidelines identifying the processes used to acquire supplies, fixed assets, services, and information on conducting Public Works Projects. The established procedures will be to safeguard, control and account for inventories of supplies and fixed assets. YVL's Director or Accounting Manager will be responsible for ensuring procedural compliance with this policy.

## **ETHICS**

Public service is a public trust. Each Library employee has a responsibility to the citizens of Yakima County for honesty, loyalty, and the performance of their duties under the highest ethical principals. Yakima Valley Libraries' employees work to avoid any appearance of wrongdoing by employing policies and procedures to treat all vendors and contractors impartially. This includes not soliciting or accepting any rebate, money or costly entertainment, gift or gratuity of value for private gain or advantage from any person, company, firm or corporation to which any purchase order or contract is to might be awarded. Yakima Valley Libraries will not tolerate circumstances that produce, or reasonably appear to produce, conflicts between the personal interests of an employee and the interests of YVL with respect to purchasing. YVL employees will avoid potential conflicts of interest.

## **FULL AND OPEN COMPETITION**

It will be the practice of Yakima Valley Libraries to obtain products and services with the maximum quality at the most equitable available cost. YVL's system of purchasing and procurement shall encourage full and open competition on all purchases and sales as required by Washington law. Even when not required by Washington law, the operation of YVL's purchasing and procurement system shall be based upon competitive bidding whenever possible and merited by good purchasing practices.

## **PREFERENCES AND EXCLUSIONS**

Yakima Valley Libraries may, at times, need to purchase goods or services under circumstances that do not clearly fit the patterns of regular public procurement, and for which normal competitive procurement procedures do not apply. These include:

### *Collection Materials*

Purchase of collection related materials, including but not limited to books, periodicals, pamphlets, photograph records, cassette tapes, DVD, CD's, films and microfilms, and bibliographic and database services, are excluded from these policies.

### *Insurance and Bonds*

Insurance and bonds are exempt from these policies; although, the Director may call for bids on these items if determined in the best interest of YVL.

### *Sole Source*

If there is only one vendor capable of providing a particular good or service, then the competitive procurement procedures may be waived by the Director or the Accounting Manager. This may include required repair and maintenance from a manufacturer or consulting services specific to provision of library services.

### *Interlocal Cooperative Agreements*

RCW 39.34 the Interlocal Cooperation Act, authorizes one public agency to perform any function which each agency is authorized by law to perform. Yakima Valley Libraries may use the authority granted in RCW 39.34.030 to purchase through the State as well as other governmental agencies with which YVL has entered a cooperative agreement.

### *Professional Services*

Normal competitive procurement procedures cannot be utilized in securing professional services such as attorneys, accountants, and other professional people, who in keeping with the standards of their discipline will not enter a complete bidding process. The Director is authorized and encouraged, however, to request proposal or requests for qualifications from capable professionals within a required discipline whenever time and/or circumstances warrant.

*Professional Services—musicians or entertainers.* Negotiation for these services are individual based on needs and requirements of YVL's programming intents. Hiring requirements will follow RCW 50.04.148.

*Architectural and Engineering Services*

The Revised Code of Washington (RCW) section 39.80 requires governmental agencies to publicly announce requirements for architectural and engineering services, and negotiate contracts for architectural and engineering services on the basis of demonstrated competence and qualification for the type of professional services required, and at fair and reasonable prices.

*Electronic Data Processing and Telecommunication Systems*

RCW 39.04.270 allows a governmental entity to use competitive negotiation as provided in this section instead of a competitive bidding process for purchases in the electronic data processing and telecommunication systems.

*Emergency Purchases*

The procurement guidelines outlined in this policy may be waived under emergency conditions when unforeseen circumstances beyond the control of the Library (a) present a real, immediate threat to the proper performance of essential functions or (b) will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken. The Director or Deputy Director in the Director's absence, has authority to declare emergencies.

*Auctions, Closeouts, etc.*

Materials and equipment may be purchased at any public auction, time-sensitive offers, close-out sale, bankruptcy sale, or sale of merchandise left after an exhibition, or other similar sale if it is determined to provide a reasonable savings over the cost of the like merchandise and below the market cost in the community.

*Recycled Products*

When two or more products are available of equal quality and price, preference will be given to the recycled or recyclable materials if it meets the needs of the Library.

*Local Area Buying*

It is the desire of Yakima Valley Libraries to purchase from Yakima County vendors whenever possible. YVL has a responsibility to the public, however, to insure that the maximum value is obtained for each public dollar spent.

**CERTIFICATIONS**

As a governmental entity, YVL is subject to the state and federal prevailing wage laws on pertinent contracts.

Contractors shall provide a Certificate of Insurance where applicable.

Contractors must have a valid State of Washington Contractor's license.

Contractors, including Independent Contractors, must present documentation as requested to support their business to include a copy of valid business license and W-9. (Musicians and Entertainers must comply with RCW 50.04.148 as noted above.)

## **PURCHASE LIMITS**

### *General Purchases or Services and Service Contracts*

#### **Purchases and Services from \$0.00 to \$9,999.99**

The purchase of materials, equipment, supplies or services where each individual item has a cost up to \$9,999.00 including taxes and freight, does not require a formal bid process or quotes. Although documentation is not required, it is recommended that quotations be obtained to purchase the item at the lowest cost to YVL while maintain high quality.

#### **Purchases and Services from \$10,000 to \$49,999.99**

The purchase of materials, equipment, supplies or services where each individual item has a cost of \$10,000 but less than \$49,999.99 including taxes and freight shall be made after soliciting at least three quotes by telephone, writing, email or fax.

#### **Purchases and Services of \$50,000 or more**

The purchase of materials, equipment, supplies or services where each individual item has a cost of \$50,000 or more including taxes and freight shall require a competitive bid process.

#### **Commercial Services**

Contracts for commercial services (such as maintenance and janitorial) may be renewed for up to four years beyond the initial term before new price quotations or bids are solicited.

## **REAL ESTATE**

### *Purchase*

Real estate purchases and sales may be privately negotiated, and are then subject to approval of the Board of Trustees following the recommendation of the Director. Efforts to ascertain the property price may include appraisal, consultation with industry experts, and known effects of the local economy.

### *Lease*

Real estate leases may be privately negotiated subject to approval of the Board of Trustees following the recommendation of the Director. A market analysis may be required.

## **PUBLIC WORKS PROJECTS**

For public works projects, as defined and governed by RCW 39.04.010, the competitive bidding threshold shall be as provided by law to include use or cooperative use of a Small Works Roster as applicable. Administration of such projects shall comply with the provisions of the Davis-Bacon Act, if federally funded, or the Washington State prevailing wage laws, if not federally funded.

## **CREDIT CARDS**

The Director shall determine the holders of credit cards for YVL. The card(s) may be used to purchase goods and/or services, including but not limited to meals and food, lodging, gasoline, transportation charges, and supplies, and books and/or materials. All use of authorized credit cards must be consistent with YVL's policies and procedures. Per RCW 42.24.115, any charges against the card not properly identified shall be paid by the official or employee.

## **PROCEDURES**

The Director is authorized to develop procedures to implement this policy.

## **AUTHORITY**

The authority for adoption of this Purchasing Policy by the Board of Trustees is RCW 27.12.210

## **Resolution #12-001**

Adopted:	October 28, 1997
	June 10, 2008
Reformatted:	November 8, 2011
Revised:	March 26, 2012