

SUN PRAIRIE PUBLIC LIBRARY  
**PURCHASING POLICY**

---

**I. PURPOSE**

The purpose of this policy is to

- A. provide for the fair and equitable treatment of all persons involved in purchasing by the Sun Prairie Public Library;
- B. provide guidance and procedures to be followed for the procurement of goods and services for the Library;
- C. provide safeguards for maintaining a procurement system of quality and integrity which is deserved by City taxpayers.

**II. OBJECTIVES**

- A. To ensure that materials, equipment, and services are purchased at the lowest prices consistent with quality and performance;
- B. To provide adequate controls over Library expenditures and financial commitments with proper documentation;
- C. To obtain quality goods required by the Library and;
- D. To provide a standardized system of purchasing for use by the Library that mirrors all other City departments.

**III. APPLICATION**

This policy applies to all procurements of supplies, services, and construction, entered into by the Sun Prairie Public Library after the effective date of this Policy. It shall apply to all expenditures of funds by a Library employee for Library purchasing irrespective of the source of funds. When the procurement involves the expenditure of federal assistance or contract funds, the procurement shall be conducted in accordance with any mandatory applicable federal law and regulations.

This Policy shall not prevent any Library employee from complying with the terms and conditions of any grant, gift, or bequest that is otherwise consistent with law.

**IV. VENDOR DISCOUNTS**

It is the policy of the Library to take advantage of available vendor/trade discounts and government pricing when the available discount provides the lowest cost for the same quality.

**V. NON-BUDGETED ITEMS**

- A. All requested expenditures should be provided for in the current budget. However, non-budgeted items will require Library Board approval. If non-budgeted expenditures require a budget adjustment by the City of Sun Prairie, purchases will require City Council approval and Council action will be taken to provide corresponding budget transfers. The Library Director should notify the Library Board President and provide written documentation regarding the expenditure. The Library Board will then make a recommendation and provide the information to the City of Sun Prairie Finance Committee at their next meeting to review the request and recommend necessary transfers.

- B. Emergency purchases shall only be made to:

- a. Prevent delays in construction or delivery of essential services.
- b. Stay an immediate threat to the health or safety of the public and employees.

For emergency purchases of non-budgeted items or services, the Library Director shall make every effort to obtain a minimum of two quotes for the item. The purchase shall be approved by the Library Board Financial Secretary and Library Board President prior to ordering the item. In the absence of the Library Board Financial Secretary and Library Board President, the purchase shall be approved by the Library Board Vice President and one additional board member prior to ordering the item.

## **VI. LOCAL MERCHANTS--For purchases up to \$15,000:**

Taking price, quality, performance and service into account, the Library will first give reasonable consideration to local merchants whose price quotes are within 5% of outside merchants.

## **VII. EMPLOYEE CONFLICT OF INTEREST**

- A. The Library conforms to the City's Purchasing and Conflict of Interest policies.
- B. The Library Director shall inform the Board anytime that an employee participates directly or indirectly in procurement process prior letting a contract.

## **VIII. POLICY**

The Library is a unique City Department in that it is governed per State Statute, Chapter 43, by an autonomous Board appointed by the Mayor. The provisions of Wis. State Statute 43.58 take precedence over any portion of this policy that may conflict.

The provisions of Wis. Statute 62.15 take precedence over any portion of this policy that may conflict. Public construction over \$15,000 shall be publicly bid.

For city-funded expenditures, the Library Director and staff shall follow the procedures outlined on the City of Sun Prairie Purchasing Policy.

## **IX. RESPONSIBILITY OF THE LIBRARY DIRECTOR**

- A. Ensure funds are available for purchases pursuant to the budget.
- B. Ensure the account is accurate in amount and a proper charge against the treasury.
- C. Ensure the goods or services were duly authorized by the designated responsible party.
- D. Provide a report of all expenditures to the Library Board monthly.
- E. Review Purchase Orders for accuracy and completeness before approval.

## **X. PURCHASING PROCEDURE**

- A. **Purchases that do not require a Purchase Order.** A Purchase order is NOT REQUIRED for the following purchases; however, the City Finance Director will provide a statement listing all expenditures to the Library Director monthly for Library Board audit and approval:
  - Professional contracted service such as legal, architectural, engineering, auditing, maintenance contracts, and janitorial contracts. These expenditures are contracted and must have prior Library Board approval.
  - On-going Utility expenditures such as electricity, natural gas, and telephone services.
  - Payroll and related expenses such as employee insurance payments, pension payments and mandatory state and federal employee withholding. The City Finance Director will automatically charge the appropriate budget accounts.
  - Routine expenditures, such as insurance premiums, health claims and bond payments, which received prior Council approval and authorization. The City Finance Director will automatically charge the appropriate department budget account.
- B. **Purchases that require a Blanket Purchase Order.** A blanket purchase order is utilized for any vendor where the monthly invoice is in excess of the \$2,500 purchase order limit. The blanket purchase order allows library staff to purchase regularly throughout the year items from vendors already vetted through the proposal process. Invoices are deducted from the blanket purchase order until its limit is reached.

C. **Purchases made by the Sun Prairie Public Library are grouped under the following categories:**

<b>Purchase Cost</b>	<b>Authority Required</b>	<b>Purchasing Process</b>	<b>Competitive Requirement</b>
<b>Less than \$500</b>	<b>Library Director or designee</b>	<b>Department approval</b>	<b>Periodic quotes or 2 informal quotes</b>
<b>Over \$500 and less than \$2,500</b>	<b>Library Director or designee</b>	<b>Department approval</b>	<b>2 print quotes</b>
<b>Over \$2,500 and less than \$15,000</b>	<b>Library Board</b>	<b>Library Board approval</b>	<b>2 print quotes</b>
<b>Over \$15,000</b>	<b>Library Board</b>	<b>Library Board approval and committee presentation</b>	<b>Formal procurement process</b>
<b>Public Construction over \$25,000</b>	<b>Library Board, City &amp; Council</b>	<b>Library Board approval &amp; Purchase order</b>	<b>Formal bid process</b>

1. **Purchases up to \$500.00.** If the estimated price of an item is \$500 or less and is budgeted, the Library Director is authorized to purchase said item. The Library Board shall audit and approve all expenditures monthly.
2. **Purchases over \$500 but less than \$2,500.** For the purchase of a budgeted item involving an estimated expenditure of more than \$500 and less than \$2,500, the Library Director must make every effort to solicit a minimum of two print quotes. The Library Director is authorized to purchase said item. The Library Director must submit a report to the Library Board if the lowest price vendor is not chosen. The Library Board shall audit and approve all expenditures monthly.
3. **Purchases over \$2,500 but less than \$15,000.** A Purchase Order is required. For the purchase of a budgeted item involving an estimated expenditure of more than \$5,000 and less than \$15,000, the Library Director must make every effort to solicit a minimum of two print quotes. If the lowest quote is not recommended by the Library Director, a report must be submitted to the Library Board stating the reasons for the recommendation. The quotes shall be approved by the Library Board prior to ordering the item.
4. **Purchases over \$15,000 not covered by section 62.15 of WI Statutes**  
Every effort must be made to send out enough bids or quotation requests in order to receive a minimum of two written quotes in order that the Library Board can make a decision. Bids and quotations shall be opened and examined and a report shall be made to the Library Board concerning the bids or quotations received. The report shall contain a recommendation concerning the bid to be accepted or rejected. If a bid other than the lowest bid or quotation is recommended, the report shall state the reasons for such a recommendation, which shall be forwarded to the Library Board. Any project receiving only one bid shall be rebid unless it is approved by a three-fourths (3/4) vote of the Library Board. The Sun Prairie Public Library has the right to reject any and all quotes and/or bids.
5. **Construction over \$25,000.** All construction in which the estimated cost exceeds \$25,000 shall be let by contract to the lowest responsible bidders. The bidding process shall incorporate the requirements in Section 62.15 and 66.0901 Wisconsin Statutes. Any project receiving only one bid shall be rebid unless it is approved by a three-fourths vote of the Library Board. The Sun Prairie Public Library has the right to reject any and all quotes and/or bids.

6. **Change orders on Construction Contracts**. Whenever it is reasonably possible, a proposed increase in the cost of a public construction contract resulting from a change in the scope of the project shall be presented to the Library Board for recommendation to the Common Council for approval provided it will not result in a costly delay to the construction project. If the cost of delaying the project is prohibitive, the Library Director, the Library Board President, and the City Finance Director shall approve change orders that are a result of a change in the scope of the project. The Library Board prior to final payment on the contract must approve all change orders.

#### **XI. EMPLOYEE REIMBURSEMENTS**

An employee reimbursement form with the corresponding receipts attached and Library Director authorization will be presented to the Library Board for approval. The Library Board Financial Secretary will verify the appropriate budget account numbers and amounts prior to payment being made.

Adopted: May 12, 2011