

The General Purchasing Policy of the Charlevoix Public Library shall be as follows:

1. All purchases with an estimated total cost of over \$10,000 require formal competitive sealed bids. The Library Board of Trustees shall award the bid and they shall accept or reject any or all bids.
2. All purchases with an estimated total cost between \$5,000 and \$10,000 shall require quotations from at least three prospective bidders, if available. The Library Board of Trustees shall award the bid and they shall accept or reject any or all bids.
3. All purchases estimated under \$5,000 are to be purchased using the best judgment of the Director or designated purchasing agent, as to source of supply, based on the best available information, which may include quotations – either in person, by telephone, by fax, or in written form – from at least three prospective bidders, if available.
4. All purchases made under a cooperative program with another governmental entity, such as a library cooperative, are, by their nature, exempt from competitive bidding requirements.
5. If it is less than \$20,000, the competitive bidding process shall be waived when there is only one known supplier, such as equipment/software supporting the library's automated computer system, or for professional services.
6. When there exists a threat to public health, safety, or welfare, the library must make emergency procurement, following established procedures as much as is practicable under the circumstances. A written justification of the nature of the emergency and for the selection of the particular vendor shall be submitted to the library board and shall become part of the record for the purchase.