



CONTRACTS AND PURCHASES POLICY

1. The Executive Director is delegated the authority to purchase any budgeted item (not required to be bid by law).

2. Purchases:

\$ up to \$20,000

Issue purchase orders
as appropriate

\$20,000 and over

Advertise for
bids with
recommendation
brought to Board
for award.

3. At a minimum, all advertisements for bids shall be in a newspaper of general circulation in the Metropolitan Library System service area, and shall be published at least once on a date at least ten days prior to the time set for bid opening.

4. If, upon due consideration, the Board shall determine that an emergency exists or because of sole source availability it is not in the best interest of Metropolitan Library System to advertise and solicit bids, the Board may waive bid requirements.

5. Personal service contracts or agreements for professional and/or consultant services shall be brought to the Board for review where the total expenditure for one year is expected to exceed \$20,000. All other personal service contracts or agreements shall be brought to the Board for initial approval. These personal service contracts or agreements are exempt from bidding but require Board authorization.

6. Agreements for cleaning, custodial and maintenance services are provided for in the annual budget and do not require independent Board action.

7. This policy shall not apply to materials or services to be resold to member libraries.