

<b>Policy</b>	<b>Acquisition and Materials Control policy</b>
<b>Purpose</b>	<ul style="list-style-type: none"> <li>• Insure public funds are safeguarded and best value is received for the public funds.</li> <li>• To ensure that publicly purchased materials are properly identified and appropriately disposed of at end of their useful life.</li> <li>• To allow the library to establish accepted routine supplier accounts.</li> <li>• Insure public spending is not used to enrich government employees or for officials to confer favors on constituents.</li> <li>• To insure historically underutilized businesses have an equal opportunity in the contract awards process.</li> <li>• Insure responsible bidders/vendors are given a fair opportunity to compete.</li> </ul>
<b>Affects</b>	Applies to purchases of all materials and equipment
<b>Authorized purchaser</b>	<ul style="list-style-type: none"> <li>• A procedure shall be in place to define a system of authorizations and safeguards to prevent improper purchases.</li> <li>• No expenditures will be made unless budgeted funds are available.</li> <li>• Library Director or designee will routinely purchase Supplies and Materials according to procedure.</li> <li>• Library Director may establish BPA and CC account procedures to facilitate routine and/or repeat purchases.</li> </ul>
<b>Bid Levels</b>	<ul style="list-style-type: none"> <li>• Purchases <u>totaling</u> more than \$500 require a purchase order confirmation signed by the purchasing agent.</li> <li>• \$0 (500)-\$2,999. Competitive quotes will be solicited based on whether the potential savings is great enough to justify the time and cost of obtaining several quotes.</li> <li>• \$3000-\$14,999 - competitive quotes must be secured (sought) from 2 or more acceptable vendors including HUB qualified if available.</li> <li>• \$15,000-\$25,000 – RFB with written specifications must be used and 3 bids received in writing that meet qualifications. Request should be made to at least 5 sources including HUB qualified.</li> <li>• Over \$25,000 – The Public bid process is required.</li> <li>• Professional services and utility services are considered Exempt Purchases – Estimated cost of services will be sought via RFP or other vehicle. Letter of Engagement may include cost of services.</li> <li>• Sole Source – If purchase is available from only one supplier then it is exempt from bidding.</li> <li>• Cooperative Purchases – Local government may purchase through state contracts, which fulfills statutory bidding with inclusion of HUB.</li> </ul> <p>(See Texas Model Purchasing Manual for Details)</p>

<p><b>Conflict of interest</b></p>	<ul style="list-style-type: none"> <li>• Vendors will be required to file a completed conflict of interest questionnaire with the records administrator not later than the seventh business day after the date that the person: <ul style="list-style-type: none"> <li>○ Begins contract discussions or negotiations with the local governmental entity; or</li> <li>○ Submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential agreement with the local governmental entity.</li> </ul> </li> <li>• Vendors will be required to file an updated completed questionnaire with the appropriate records administrator not later than: <ul style="list-style-type: none"> <li>○ September 1 of each year in which an activity described above is pending; and</li> <li>○ the seventh business day after the date of an event that would make a statement in the questionnaire incomplete or inaccurate.</li> </ul> </li> <li>• POSTING ON INTERNET. The WBCL will provide access to the questionnaires filed on the Library Internet website</li> </ul> <p><i>See Section 176.006, Local Government Code.</i></p>
<p><b>Definitions</b></p>	<ul style="list-style-type: none"> <li>• CC – Credit card</li> <li>• <i>Competitive quotes</i> (bids) are quotations on like items received from reputable vendors. These may be made in writing or by phone. The purchasing agent determines the best value for the cost.</li> <li>• <i>Closed bids</i> are quotations that include an RFP and follow an established procedure.</li> <li>• <i>Best value</i> is the purchase of the best products, materials, and services at the lowest practical prices within relevant statutes and policies.</li> <li>• <i>BPA—Blanket Purchase Account-</i> agreements with vendors that allow small purchases by individual departments without going through the normal purchasing procedures.</li> <li>• <i>RFB—request for bid</i> – may be formal or informal</li> <li>• <i>RFP—request for proposal</i></li> </ul>
<p><b>Inventory</b></p>	<p>An inventory system shall be in place for all furnishings and equipment which includes:</p> <ul style="list-style-type: none"> <li>• Date placed in service</li> <li>• Useful life of item</li> <li>• Value of item at acquisition and disposal</li> <li>• Date removed from service</li> <li>• Mode of disposal</li> </ul> <p>Collection materials shall be tracked in the current library catalog system including</p> <ul style="list-style-type: none"> <li>• Date placed in service</li> <li>• Useful life of item</li> </ul>

	<ul style="list-style-type: none"> <li>• Value of item at acquisition and disposal</li> <li>• Date removed from service</li> <li>• Mode of disposal</li> </ul> <p><b>Donated materials deemed by Director not to be placed in Library service will not be placed on any inventory system.</b></p>
<b>Disposal of materials</b>	<i>Mode of disposal will be determined by Director. Acceptable modes of disposal are sales through various outlets, donation to charitable organizations or offer to public.</i>