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## Hastings Highlands Public Library

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**Area:** Operational  
**Policy Title:** Purchasing / Procurement  
**Policy Number:** OP-19

**Initial Policy Approval Date:** June 11, 2013  
**Last Review:**  
**Year of next review:** 2023

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### 1. GENERAL GUIDELINES

1. Purchasing practices shall ensure that prudent use is made of library funds. The Chief Executive Officer shall maintain files containing all relevant procedures and instructions for implementing such a policy. Such documents shall be available for the information of the Board and others if required.
2. All purchases shall be consistent with the budget. Major deviations from the budget shall require Board consultation.
3. All purchases shall be consistent with the Municipality of Hastings Highlands Procurement Policy

### 2. TENDERS

1. Sealed tenders will be called for the purchase of individual items costing \$10,000.00 or more, except as noted below. The Chief Executive Officer, at his/her discretion, may call for tenders for individual items costing less than \$10,000.00.
2. Tenders may be called by public advertising and will be unsealed in a meeting open to the public.
3. It may be advantageous in certain circumstances i.e. where compatibility with the existing situation is desirable, where a consultant recommends invitational quotes, in situations where time is of the essence, for reasons of cost, etc., not to call for tenders. In these situations, three written quotations will be obtained. In extreme emergencies, work may be authorized by the Chief Executive Officer. In all such circumstances, consultation with a member of the executive of the Board shall occur and a report shall be made to the Board by the Chief executive Officer
4. The lowest of any tender will not necessarily be accepted.

5. The Chief Executive Officer shall report to the Board on the bids received and shall make a recommendation.

### **3. QUOTATIONS**

1. A minimum of three written quotations will be obtained for individual items costing over \$1,000.00 but less than \$10,000.00 except as noted below.

2. It is advantageous in certain circumstances i.e. where compatibility with the existing situation is desirable, where time is of the essence, for reasons of cost etc., not to obtain quotes. In these situations the Chief Executive Officer, will decide whether to obtain quotations.

3. At the discretion of the Chief Executive Officer, a minimum of three telephone quotations may be obtained for individual items costing \$1,000.00 or less.

### **4. OTHER**

1. Large purchases made through a single supplier or jobber shall be brought to the attention of the Board.