



Parkersburg and Wood County Public Library

3100 Emerson Ave., Parkersburg, WV 26104-2414

Phone (304) 420-4587 Fax (304) 420-4589

Http://parkersburg.lib.wv.us

Procurement Policy

BE IT ORDAINED by the Library Board of the Parkersburg & Wood County Public Library, West Virginia, that in accordance with the authority set forth in the Library Bylaws, it hereby adopts the following relating to purchases of services and supplies by the Library.

- A. Competitive Bidding Required: All purchases of and contracts for supplies and contractual services, except as specifically provided herein, shall be based on competitive bids.
- B. Contract Procedure: All supplies and contractual services, except as otherwise provided herein, when the estimated cost thereof exceeds \$15,000, shall be purchased by formal written contract from the lowest responsible bidder after due notice inviting proposals.
- C. Notice Inviting Bids: A legal notice inviting bids shall be published once in at least one newspaper of general circulation in Wood County and at least five days preceding the last day set for the receiving of proposals. Such notice shall include a general description for the services to be sought or the supplies or articles to be purchased, and shall state where specifications may be secured, and the time and place for opening bids. When deemed necessary by the Library Board or the Library Director, bid deposits shall be prescribed in the public notices inviting bids. Bid deposits will be non-refundable.
- D. Bid Opening Procedure: Bids shall be submitted, sealed, to the Library Director and shall be identified as bids on the envelope. Bids shall be opened in public at the time and place stated in the public notices, and will be available for public inspection.
- E. Rejection of Bids: The Library Board shall have the authority to reject all bids, parts of all bids, or all bids for any one or more supplies or contractual services included in the proposed contract, when the public interest will be served thereby. This statement shall appear in all invitations for bids.
- F. Award of Contract: Contracts shall be awarded to the lowest responsible bidder. In determining the lowest responsible bidder, in addition to price, the Library Board shall consider:
 - i) The ability, capacity and skill of the bidder to perform the contract or provide the services required;
 - ii) The character, integrity, reputation, judgment, experience and efficiency of the bidder;
 - iii) The quality of performance of other contracts or services;
 - iv) The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the services; and,
 - v) The ability of the bidder to provide future maintenance and service for the use of the subject of the contract.
- G. Resident Vendor Preference: In accordance with the legislative intent of the provisions of West Virginia Code Chapter 5A, Article 3, Section 37, a resident vendor which has



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maintained its headquarters or principal place of business within Wood County, West Virginia, continuously for four years immediately preceding the date on which the bid is submitted, or a vendor who has an affiliate or subsidiary which employs a minimum of one hundred County residents, shall be allocated a preference to the extent the vendor's bid does not exceed the lowest qualified bid from a non-resident vendor by more than two and one-half percent of the latter bid, if the vendor has made written claim for the preference at the time the bid was submitted.

- H. Award to Other than Low Bidder: When the award is not given to the lowest bidder, a full and complete statement of the reasons for placing the order elsewhere shall be prepared by the Library Board and filed with other papers relating to the transaction.
- I. Open Market Procedures: All purchases of supplies and contractual services of less than the estimated value of \$15,000 but greater than \$5,000, shall be made in the open market, without newspaper advertisement, and without observing the procedure prescribed for the awarding of contracts involving sums in excess of \$15,000. All such open market purchases shall, whenever possible, be based upon at least three competitive bids, and shall be awarded to the lowest responsible bidder in accordance with the provisions hereof (see section F). The Library Director, or his designee, shall solicit bids by direct mail requests to perspective members and/or by telephone. The Library Director shall keep a record of all open market orders and the bids submitted in competition, and such records shall be open to public inspection.
- J. Emergency Purchases By Library Director: In case of an apparent emergency which requires immediate purchase of supplies or contractual services, the Library Director shall be empowered to secure by open market procedure, as herein set forth, at the lowest obtainable price, any supplies or contractual services, regardless of the amount of the expenditure. A full report of the circumstances of an emergency purchase shall be filed by the Library Director with the Library Board and shall be entered in the Minutes of the Library Board, and shall be open to public inspection.
- K. Financial Interests in Contracts Prohibited: Any purchase order or contract within the purview of this Ordinance in which any member of the Library Board, the Library Director, or any officer or employee of the Library is financially interested, directly or indirectly, shall be void, except that before the execution of a purchase order or contract the Library Board has the authority to waive compliance with this section when it finds that such action is in the best interests of the Library, and shall state the reasons therefore which shall be open to public inspection.
- L. Rules and Regulations: The Library Director may make and enforce such additional rules and regulations, not inconsistent herewith, as may be necessary providing that all such rules and regulations shall first be approved the Library Board.