

Purchasing Policy

Objective

The intent of this Purchasing Policy of the Kalamazoo Public Library (“KPL,” or the “Library”) is to ensure that all goods and services are purchased with funds that have been dispersed from an authorized and approved budget. Individuals and entities who provide such goods and services to the Library (e.g., suppliers, vendors, independent contractors, presenters, individuals, etc.) are eligible for expenditure disbursement from KPL upon the Library’s receipt of support documentation to include an invoice for payment, a signed contracted services agreement, consulting agreement, presenter agreement and / or suitable receipts, as appropriate.

The Library seeks to procure goods and services in a manner that is efficient, transparent, and in the interest of KPL. In addition to price, consideration for purchases will include timeliness and convenience, vendor past performance, operating efficiency, and environmental impact. Purchase decisions may give preference to locally owned, minority-owned, woman-owned, or veteran-owned businesses when an equivalent product or service is available that meets the required criteria.

Only authorized Library employees may enter into any agreement that commits the Library’s resources to the purchase of goods or services.

Standards

All purchases must be funded by an appropriation either within an adopted budget or expressly approved by the full Library Board of Trustees (the “KPL Board” or “Board”). No purchase over \$10,000 that was not previously funded by an appropriation within an adopted budget may be made without review by the Finance & Budget Committee (the “F&B”), subsequent referral of said purchase to the KPL Board, and final approval by the Board.

When the purchase of a new, unique, or one-time product, service, multi-year contract, or multi-year service agreement is expected to exceed \$50,000 it must be distributed to the Library Director, Head of Finance & Budget, and the Finance & Budget Committee for review and discussion prior to procurement; F&B will then refer said purchase to the KPL Board for approval. Such purchase must be sent to at least three vendors as a formal Request for Proposal (“RFP”) and posted in a prominent location in the Library. However, the Library Director may, in a written recommendation, conclude that the time and cost to prepare and review an RFP process would lead to undue delay or detriment to library operations, would not result in more advantageous pricing, and therefore an RFP need not be pursued. Under these circumstances, such decision to forego the RFP process must be reviewed by F&B prior to procurement, F&B will then refer said decision to the KPL Board, and final determination on the RFP process shall be made by the Board.

The annual renewal of certain contracts, services, or service agreements (e.g., subscription-based Library material, annual service contracts on Library equipment, etc.) do not fall under this standard.

Contractors and subcontractors shall covenant not to discriminate against any employee or applicant for employment with respect to hire, tenure, or terms, conditions or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, gender, height, weight, marital status, disability, or handicap, except when based on a bona fide occupational qualification. Breach of this covenant shall be regarded as a material breach of the contract as provided in the Michigan Elliott-Larsen Civil Rights Act (MCL 37.2101 et seq.).

Conflict of Interest

A business entity in which an employee or a member of the KPL Board has an economic interest represents a conflict of interest if the employee has any involvement in the selection of that entity as a library vendor. Engaging a spouse or a relative as an independent contractor is also a conflict of interest for an employee or a member of the Board. Conflict of interest may be avoided by review and approval in advance by both the Head of Finance & Budget and the Library Director. Such conflict and the arrangement to avoid it must be documented in writing and available for internal review. Library employees and members of the Board may not accept anything of significant value from anyone who (1) has or is seeking to obtain Library business; (2) has interests that may be affected by the performance or nonperformance of the employee's official duties.

Authority and Responsibility

Kalamazoo Public Library has determined purchasing and contracting decisions for certain supplies, materials, furniture, equipment, or services may be made more effectively by select personnel. Authority and responsibility for certain aspects of purchasing and contracting processes have been delegated to employees throughout KPL. This approach requires KPL employees involved at every stage of the purchasing process to understand, acknowledge, and adhere to Library purchasing policies and procurement procedures.

Only authorized KPL employees may enter into an agreement that commits the Library's resources to any purchase. Ultimate approval authority rests with the approved category budget, and allocation of that budget is delegated to the Library Director, the Head of Finance & Budget, and may be further delegated to Agency Department Heads.

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- Policy adopted August 24, 1992
 - Policy revised October 25, 2004
 - Policy revised January 22, 2024