



Procurement Policy

Under the direction of the Library Board of Trustees, the Library Director or designee shall have the authority to purchase or lease products or services to provide the best and most efficient public library services possible within the constraints of the Library's operating budget.

All goods and services purchased by the Library in excess of \$12,500 shall be awarded through a competitive bid process or request for proposal, consistent with Chapter 75 of the Branford Code.

All purchase orders or contracts for products and services less than \$12,500 may be made in the open market, without the competitive bid requirements or RFP, but shall, whenever possible, be based on at least three (3) written competitive proposals obtained by direct mail, telephone, fax, online communication or from vendor's price lists or other quote information.

All purchases and services will be made with attention to the lowest possible cost, consistent with needs of the Library with regard to durability, performance, prior experience, delivery and service capability.

Contracts for the services of individuals possessing a high degree of professional skill, where ability and fitness of the individual plays an important part, such as with consulting services, may be entered by obtaining written proposals instead of competitive bidding.

Contracts for library materials, utilities, emergency services and any items that are only available from a single source are not adaptable to award by competitive bidding and shall not be subject to the competitive bidding policy. However, such contracts in excess of \$12,500 shall be presented to the Library Board requesting approval to waive bids and approval to enter into a formal contract.

*Approved by the Library Board of Trustees on March 4, 2015
Amended September 1, 2021*