



# Purchasing Policy

## **SCOPE**

Purchases of the Aurora Public Library District are governed by statutes. The Board of Library Trustees follows applicable statutes and, in addition, uses responsible business practices in its purchases and contracts.

## **PURCHASES LESS THAN \$5,000**

Any purchase of goods, services, work or improvements where the cost is estimated not to exceed \$5,000 shall be purchased at the best possible price considering needs, expected performance, prior experience, and delivery and service capability.

## **PURCHASES BETWEEN \$5,001 - \$25,000**

Any purchase of goods, services, work or improvements where the cost is estimated to be more than \$5,000 but less than \$25,000 shall be based, whenever possible, on 3 written quotes.

## **PURCHASES IN EXCESS OF \$25,000**

Generally, any purchase of goods, services, work or improvements where the cost is estimated to be in excess of \$25,000 shall be based on competitive bids and purchased from the lowest responsible bidder.

Notices for advertisement for bids shall be published at least once in a newspaper with general circulation within the library district's service area at least thirty days prior to receiving the bids. The library district will also post notices at the main library building, at library branches, and on the library's website and via other appropriate electronic means.

In addition to price, the library board will consider all relevant factors in purchasing goods, services, work or improvements. Relevant factors include, but are not limited to: ability, experience, integrity, quality of previous performance, compliance with laws and ordinances, available financial resources, ability to provide future maintenance and service, and compliance with federal, state and municipal requirements. All purchases subject to the competitive bid process shall be brought to the Board for approval as required by law.

## **EXEMPTIONS FROM COMPETITIVE BIDS**

Contracts which, by their nature are not adapted to award by competitive bidding, are not subject to competitive bidding, including, but not limited to:

- Contracts for services involving a high degree of professional skill.
- Contracts for the maintenance and servicing of equipment where the maintenance and/or service provider is best done by the manufacturer or authorized service agent.
- Contracts for the purchase, delivery, movement or installation of data processing or telecommunications equipment, software or services.
- Contracts for duplicating machines and supplies.
- Contracts for utility services such as water, electricity, natural gas, telephone or garbage removal.
- Contracts for goods or services procured from another government agency.
- Purchases of equipment previously owned by some entity other than the Library District itself.
- Contracts for goods or services which are economically procurable from only one source.
- Contracts for emergency expenditures when approved by the Board.

## **CONTRACTS FOR CONSTRUCTION AND REMODELING**

Contracts for constructing a building, remodeling, repairing or improving an existing building, erecting an addition to an existing building, or purchasing the necessary equipment for the library district shall follow the procedures set forth in 75 ILCS 16/40-45 and this policy.

Approved by the Aurora Public Library District Board of Library Trustees, February 24, 2021.