

**CONTRACTING FOR GOODS/SERVICES AND WORKS OF IMPROVEMENT**

Goods and services are defined to include supplies, operating services, maintenance agreements, insurance policies, professional services, and leases for equipment and facilities. Works of improvement are defined to include improvements to library facilities and durable goods such as furniture and equipment.

The purchase of goods, services, and works of improvement needed by the Rockford Public Library shall be made using sound purchasing practices and business procedures to ensure the timely receipt of goods, services, and works of improvement of a quality appropriate to the needs of the Library at the lowest responsible costs.

The Executive Director and the Chief Financial Officer are authorized to make purchases for all items when the cost per item is under \$5,000. Goods and services and works of improvement costing over \$5,000 and no more than \$10,000 shall require three or more quotations to determine price and availability. The Library Board of Trustees approval is not required for purchases under \$10,000 as long as the items fall within the available budget. Ongoing budgeted operational supply purchases are exempt from this policy. Staff will annually survey product costs from various vendors to ensure competitive pricing.

Contracts for the purchase of goods and services, and for works of improvement costing over \$10,000 shall be advertised for sealed bids once a week for two consecutive weeks in at least one newspaper of general circulation with the City of Rockford. The award of the contract for such goods, services, and works of improvement shall be approved by the Board of Trustees.

Rockford Public Library reserves the right to accept any bid, to reject any or all bids, to waive defects or irregularities in any bid, or to accept or eliminate any portion of a bid.

There may be some items/services for which there is only one supplier, and therefore it may be impossible to have competitive bids. In such cases, the Board of Trustees may waive the requirement for bids.

Notwithstanding any other provision of this policy, the Board may waive the requirement for bids for the purchase of goods and services or for works of improvement if the Board of Trustees determines that such action is in the best interests of the Library.

The Executive Director and Chief Financial Officer are the authorized signatories of contracts for the Library.