
Category:	Operational OP-19
Policy Name:	Procurement of Goods and Services
Initial Date Approved:	April 25, 2016

The Lake of Bays Township Public Library Board (herein after referred to as the Board) is responsible to ensure that funds, including grants and donations from government, corporate and private sources are spent in a way that provides the best value for the Lake of Bays Public Library (herein after referred to as the Library) while balancing quality, cost and effective and efficient processes.

Section 1: Scope

This policy covers the purchase of all goods and services by the Board, CEO and employees on behalf of the Library, including but not limited to the following:

- a) Goods - collections, collections processing supplies, computer hardware and software, furniture and equipment, office supplies, subscriptions and programming supplies
- b) Professional Services - financial, strategic planning, engineering, information technology

Section 2: Definitions

“Best value” means the balance of quality, delivery precision and cost using a pre-determined evaluation plan.

“Bid” means an offer or submission received from a vendor in response to a request.

“Contract” means an offer or submission received from a vendor in response to a request.

“Supplier” means an individual or organization provides goods and services to the library such as a contractor, service organization, vendor or consultant.

“RFP” means request for proposal

“RFT” means request for tender

Section 3: Assumptions and Guiding Principles

The Library will be led by these guiding principles:

- a) The Library will endeavour to procure goods and services from responsible suppliers who follow ethical standards.
- b) The Library will endeavour to procure goods and services while respecting the preservation of the natural environment and, where feasible, encourage suppliers to supply “green” products.
- c) Purchases will be made in compliance with all relevant statutes and regulations including, but not limited to, the *Municipal Act*, *Accessibility for Ontarians with Disabilities Act (AODA)* and the *Public Libraries Act*.
- d) Procurement decisions will be made using an open, accountable, fair yet efficient process including creating a standard approach for conducting the process, communicating with bidders throughout the process, evaluating submissions, awarding the contract and maintaining records of the procurement process.

Section 4: Responsibility

The Board authorizes the CEO and the Branch Manager to act for the Library in the procurement of goods and services. They will exercise due diligence to make the best choice of goods and services considering cost, quality and suitability by:

- a) determining the needs for Library operations and services
- b) delegating authority for procurement, depending on the scope and value of a purchase or contract
- c) following defined spending authority levels and approvals
 - i) CEO and/or Branch Manager-purchase of everyday items, by single source or corporate credit card up to \$5000
 - ii) CEO and Board Chair or delegate -approval of contracts and purchases up to \$50,000. Contracts and purchases over \$50,000 are awarded based on recommendations to and approval by the Library Board
- d) proceeding with procurement subject to the availability of sufficient funds with in the approved Library budget

The Board authorizes the CEO and the Board Chair or delegate, together, to initiate and proceed with formal agreements and contracts on behalf of the Library Board.

The CEO will notify the Board and seek approval for additional funds if a project exceeds, or is anticipated to exceed, the approved contingency threshold.

The CEO will establish procurement procedures which include:

- a) developing a standard approach for conducting the process
- b) finding reliable and effective sourcing for products
- c) obtaining comparative pricing, when possible. 2 written quotes for goods and services between \$5000 and \$20,000 and 3 written quotes for goods and services between \$20,000 and \$50,000 are required.
- d) maintaining records of the procurement process

Section 5: Conflict of Interest

A member of the Board or an employee of the Library must declare pecuniary interest in any proposal, contract, tender or quotation for the supply of goods and services to the Library, should they have direct or indirect interest in said work or project.

Section 6: Exclusions

This procurement policy includes the purchase of all goods and services for the library except for the following:

- a) Utilities such as hydro, Internet, phone
- b) Training and professional development such as conferences, registration, courses and workshops
- c) Refundable employee expenses such as travel, mileage, accommodation
- d) General expenses such as postage
- e) Petty cash items less than \$100

Section 7: Disposal of goods

1. **Library materials** - The disposal of physical materials collections (including books and dvds) is handled in Policy OP-04 Collection Development.

2. **Surplus goods**

- a) The CEO or Branch Manager determines which goods should be declared surplus due to being obsolete, worn out or no longer useful for the Library.
- b) The CEO, Branch Manager or designate shall be responsible for the handling of all surplus library materials and shall determine the appropriate method of disposal to best meet the library's needs.
- c) Arrangements may be made for the disposal of the goods in any way that is believed will provide the highest return to the library including, but not limited to:
 - Trade-in as part of the procurement of other similar goods being acquired
 - Donating to another community organization or library
 - Selling the goods for a nominal fee
 - Public auction or social media listing
 - Classifying as waste and recycling, dismantling, destroying and/or disposing

Section 8: Participation in Cooperative Buying Group(s)

- Not-for-profit collaborative sourcing partners find products, issue RFPs and have agreements in place with suppliers. Participating in these groups offers the Library access to discounted pricing and simplifies the procurement process.
- RFPs and RFTs have been sent out by the procurement company on behalf of a purchasing group (eg. OECM) and evaluated and approved. This is a standard process that provides the legal requirement for competition of contracts.
- The Lake of Bays Township Public Library is a participating agency conducted by the following cooperative buying group(s):
 - Ontario Education Collaborative Marketplace - OECM www.oecm.ca

Related Documents

Public Libraries Act

Municipal Act

Accessibility for Ontarians with Disabilities Act

OP-04 Collection Development Policy

Signature of the Chairperson _____

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