

## SPOKANE COUNTY LIBRARY DISTRICT

### **POLICY: Purchasing**

Approval Date: July 15, 1982

Revision Date: August 18, 2015

### RELATED POLICIES:

None

STATUTORY REFERENCES: RCW 27.12.210; RCW 39.80; RCW 43.09.2855

### **Purpose**

When procuring goods and services, Spokane County Library District desires to solicit competition to the fullest possible extent. The objective of competition is to promote confidence in the integrity and cost-effectiveness of the District's procurements while maximizing economic benefits. Toward this end, the purchasing method for most goods and services shall be based on a triad of cost, quality, and availability.

### **General Policy**

#### 1. Purchase Methods

Determination of the appropriate purchase method shall be based on the total cost of an individual item or group of identical items before sales tax, trade-in allowance and freight charges, not the aggregate cost of multiple, different items that might be purchased at the same time. The purchase thresholds identified below are taken from the Washington State Department of Enterprise Services, *The Washington Purchasing Manual* (rev 10/27/11). As the Department of Enterprise Services revises this manual, the District purchasing thresholds will be automatically revised to reflect new state guidelines.

##### a. Direct Buy

Purchases under \$5,000 (excluding sales tax and freight) may be completed without soliciting competition. The decision not to compete may be made based upon the purchaser's experience and knowledge of the market to provide the required quality at the lowest cost.

##### b. Request for Quote

Purchases from \$5,000 up to \$50,000 (before sales tax and freight charges) shall be competitively solicited and documented. All quotations received will be in writing, with the appropriate documentation being retained in accordance with the State of Washington "General Records Retention Schedule."

##### c. Competitive Sealed Bidding

A formal, competitive process "Invitation for Bids" (IFB) or "Request for Proposals" (RFP) shall be used for purchases of more than \$50,000.

If the Board of Trustees determines it is in the best interest of the District, any or all quotations or bids may be rejected, new quotations or bids may be called for, or the District



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may enter into direct negotiations with a vendor to obtain the most favorable purchase terms.

## 2. Environmentally Preferable Purchasing (EPP) activities (Buying Green)

Within Washington State, the EPP mandate is articulated in laws, executive orders and statewide plans, which require state agencies to purchase recycled-content and energy-saving products. It also provides flexibility for the Office of State Procurement (OSP) to award state contracts based on environmental considerations. It establishes that factors beyond price, including past performance and life cycle costing, are to be used in determining the responsible bidder. Significant opportunities exist for cost savings and improved environmental performance by purchasing remanufactured toner cartridges, greener office paper and office products, and reusing office supplies and furniture. While the District is not required to follow the mandates of the State's EPP programs, the District's intent is to follow the spirit of the program whenever economically feasible. Accordingly, when procuring office supplies, cleaning supplies or other EPP appropriate material strong consideration will be made in the selection of recycled, or refurbished materials, even though the item's price is not lower than a similar, but not-recycled, item.

## 3. Special Types of Purchases

### a. Architectural and engineering services

Procurement of architectural and engineering services shall follow the requirements of RCW 39.80.

### b. Public works projects

Public works projects shall follow the requirements of RCW 39. Administration of such projects shall comply with the state's prevailing wage laws and regulations and provisions of the Davis-Bacon Act, if applicable.

### c. Real estate

Real estate purchases shall be privately negotiated and then approved by the Board of Trustees.

### d. Commercial services

Contracts for commercial services (such as maintenance and interlibrary courier) may be renewed for up to four years beyond the initial one-year term before new price quotations or bids are solicited.

## 4. Purchases Exempt from Competition

### a. Goods and services that meet an emergency requirement

### b. Purchases clearly and legitimately limited to a single source of supply

### c. Utilities

### d. Postage & postal services

### e. Insurance

### f. Original equipment manufacturer repair services

### g. Professional licenses and memberships

### h. Library materials

### i. Miscellaneous fees

### j. Conferences and seminars

### k. Repair or replacement of rental equipment



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- l. Personal services
  - m. Legal & promotional advertising
  - n. Printing
  - o. Purchases through State of Washington or political subdivision purchasing contracts or from established governmental price schedules that offer favorable pricing terms
5. **Purchase Contracts**  
Contracts for the purchase of goods and services or for public works projects in excess of the competitive sealed bidding limits shall be awarded by the Board of Trustees at a regular or special meeting and executed by the Executive Director on behalf of the Board. All other formal written purchase contracts for which funds have been budgeted shall be approved and executed by the Executive Director or his/her designee.
  6. **Credit cards**  
As permitted by RCW 43.09.2855, the District may contract to establish a credit card account with a credit limit not to exceed \$50,000. All credit invoices shall be paid in their entirety to avoid incurring finance charges.
  7. **Grants**  
For all grants, either federal, state or privately funded, the District shall insure that the related purchase activity will be in accordance with the applicable rules, regulations and any other terms and conditions contained within the grant award.

The Executive Director is responsible for establishing administrative procedures necessary to carry out this policy and will respond to appeals of District staff action and/or decision in the application of this policy and any related procedures. Any appeal of Executive Director' action and/or decision may be made in writing to the Board of Trustees.

The District will make a good faith effort to implement this policy in a fair and consistent manner.



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