

Solon Public Library Purchasing Policy

About Library Purchasing Policy

Purchases of the Solon Public Library will follow fundamental principles of prudent procurement practices, applicable State law, and budgetary and administrative control requirements when purchases are made.

Purchases Less Than \$5,000

Any purchase of goods, services, work or improvements where the cost is estimated not to exceed \$5,000, and can be accommodated within the current fiscal year budget, 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 2-3 competitive quotes. Quotes will be presented for Board approval prior to purchase.

Purchases In Excess of \$25,000

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

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 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 shall follow the procedures set forth in Iowa State Law which includes:

- Iowa Administrative Code 193B-5.1 requires a registered architect to perform the planning and design of a public library building.
- The Iowa Construction Bidding Procedures Act combined rules for county, city and rural water government under one law. Libraries planning new construction should review Iowa Code Chapter 26, which sets requirements for sealed bid thresholds, the bidding process, and population-based competitive bid procedures, and more.

Library Board of Trustees will consult with the city attorney to ensure the project follows all appropriate laws.