



## Purchasing Policy

The Board of Trustees of the Library District deems it desirable that a policy relating to the purchase of services and commodities be implemented and adhered to by the staff and administrators of the Library District. The purpose of this Policy is to promote full, open and inclusionary competition in all procurement and purchasing activities in compliance with Nevada Revised Statutes sections 332 and 338.

### **Authorization Limits of Expenditures**

- 1) All purchases that do not exceed \$25,000 may be made without formal or informal bid procedures.
- 2) The District shall advertise all contracts for which the estimated annual amount required to perform the contract exceeds \$50,000. The District may enter into a contract of any nature without advertising if the estimated amount required to perform the contract is \$50,000 or less.

If the estimated amount required to perform the contract is more than \$25,000 but not more than \$50,000, requests for bids must be submitted to two or more persons capable of performing the contract, if available. The purchase shall be made from the bidder submitting the lowest responsible and responsive bid in response to the bid request. The Business Office shall maintain a permanent record of all requests for bids and all bids received in compliance with Nevada Revised Statutes sections 332.039, 1c which states "...the governing body or its authorized representative shall maintain a record of all requests for bids and all bids received for at least 7 years after the date of execution of the contract."

This section does not prohibit the District from advertising for or requesting bids regardless of the estimated amount to perform the contract.

- 3) All purchases more than \$50,000 shall be made in compliance with N.R.S. section 332 and/or section 338 ET.SEQ.

- 4) All bids received subject to #2 & #3 above shall be maintained by the Business Office as required by law.
- 5) Contracts for repairs and new construction that falls under the general category of Public Works shall be executed in compliance with N.R.S. section 338.
- 6) Repairs, alterations or new construction that is for an amount over \$25,000 but less than \$100,000 shall be bid as follows:
  - a. No more than three contractors shall be solicited to provide prices on such amount of work.
  - b. Any bid received that has not been solicited must be accepted for consideration with the bids that were solicited.
  - c. If only one bidder responds to the solicitation, two more solicitations shall be made until at least two bids are received.
  - d. Bids shall be awarded in the same manner as formal bids.

#### **Items and Services Requiring Formal Bids**

- 1) Items that are exempt under the provision of N.R.S. sections 332 and 338 are not required to bid. The Board of Trustees may from time to time require books and library materials to be bid to insure that the best possible prices are obtained for the Library District.
- 2) All purchases or procurements \$50,000 or more that are exempt from the bidding process shall be brought before the Board of Trustees for approval.
- 3) Book purchases that exceed \$50,000 are exempt from paragraph 2 above and do not require Board approval.
- 4) When it is evident or appears likely that a purchase of similar items or services when added together will exceed \$50,000 during any fiscal year, formal bids are required.
- 5) Upon the recommendation of the Executive Director, or his/her designee, the Board of Trustees may approve contract extensions as contained in the original bid beyond the initial contract period, as specified in the original contract.

The District is authorized to join on other contracts of other governmental agencies of the State of Nevada or the State itself, when such contracts for goods or services are to the benefit of the Library District.

- a. All such contract usage shall be brought before the Board of Trustees for its approval.
- b. Contract usage by the Library District may extend beyond the contract life with the original contracting entity as contained in the original contract with the written mutual agreement of District and the vendor, as specified in the original contract.

- 6) Copies of all such contracts shall be maintained by the Business Office.

### **Minority and Women Owned Business Enterprises**

- 1) It is the policy of the District that its procurement process includes a good faith effort to utilize minority and women owned enterprises for District purchases. No percentages are implied by this policy. Equity and fairness shall be utilized in seeking minority and women vendors.
- 2) Goods and services that are subject to the formal bidding process must include language that prohibits any form of discrimination.
- 3) Prime vendors or contractors when subcontractors are involved must seek bids from minority and women owned enterprises and submit proof of that effort at the time of submission of the bid or in the case of construction contracts, within two (2) hours of the bid opening. Vendors or contracts that fail to comply with this bid requirement may be rejected as non-responsive.
- 4) To encourage participation by minority and women-owned businesses, the District will do the following:
  - a. Publish quarterly information related to the District's purchasing process in several community-based minority and/or women owned newspapers.
  - b. Fax "Invitations to Bid" to community-based minority Chambers of Commerce.
  - c. Utilize the City of Las Vegas' Minority, Women, and Disabled Veteran Business Directory and Clark County's Business Utilization Directory.
  - d. Submit "Invitation to Bid" to the "Fax on Demand" system available through Clark County's Purchasing and Contracts Division.

### **Purchasing Procedures**

- 1) The District's Business Office shall promulgate procedures necessary to carry out this policy.
- 2) **Exceptions to Purchasing Policies**  
When the public health, welfare or safety is in jeopardy as determined by the Executive Director or his/her designee, purchases for services and supplies are authorized as appropriate and necessary to cure that emergency. The nature of any such emergency shall be documented in writing by the person so making that determination and reported to the Executive Director or his/her designee. A complete report shall be submitted to the Board of Trustees at the meeting following the emergency purchase or service.