

## Small Purchase Policy

Pursuant to IC 5-22-8-2, the following is the \_\_\_\_\_ Public Library's small purchase policy. With the exception of the items listed as exempt from the public purchasing laws under IC 5-22-1 and IC 36-12-3-16, purchases costing less than \$50,000 are governed by this policy. For the purpose of this policy, "purchasing agent" means an individual authorized by the library's Board of Trustees to act as an agent of the board in carrying out the administrative duties associated with making small purchases.

1. The purchasing agent shall compare prices from as many responsible suppliers of the supplies or services required as is practical. Responsible supplier means a supplier who has submitted a bid or quote conforming in all material respects to the requisite specifications and who is also capable of performing the contract requirements fully with the integrity and reliability that will assure good faith performance. In the event there are many available suppliers, the prices of no less than 3 suppliers will be compared. The purchasing agent shall purchase from the supplier where total costs are lowest, taking into consideration any applicable preferences, when quality and timeliness of delivery are comparable. Comparison pricing can be obtained via telephone, letter, email, fax, or website.
2. For purchases of supplies, the following purchasing preferences may apply to responsible suppliers who offer a responsive quote:
  - a) Under IC 5-22-15-16, a price preference of 10% is available to suppliers offering supplies that contain recycled materials or post-consumer materials.
  - b) For purchases resulting in a contract, a price preference of 5% is available to suppliers that qualify as a "local Indiana business", as defined in IC 5-22-15-20.9.
  - c) A price preference of 15% is available to suppliers that qualify as an "Indiana small business", pursuant to IC 5-22-15-23.

In assessing whether a bid or quote is responsive, the purchasing agent may evaluate whether the supplies and delivery schedule offered conform in all material respects to the specifications required by the library and whether the supplier has complied with all applicable statutes, ordinances, resolutions, or rules pertaining to the award of a public contract.

A supplier who wants to claim a preference provided by this policy must indicate in the quote which preference is claimed and the supplier must certify that it qualifies for the stated preference. In order to be considered for the Indiana small business preference, suppliers must provide the purchasing agent with information regarding the number of employees employed by the supplier and the average sales and receipts for the prior year. The purchasing agent will use the "U.S. Small Business Administration Table of Small Business Size Standards..." in assessing whether a particular supplier qualifies as a small business.

Suppliers are only eligible to claim 1 type of preference. The purchasing agent shall follow the procedures outlined in IC 5-22-15-10 in assessing purchasing preferences.

3. As required by IC 5-22-15-21, supplies manufactured in the United States shall be specified and purchased by the library unless the purchasing agent determines that any of the following apply:
  - a) The supplies are not manufactured in the United States in reasonably available quantities.
  - b) The price of the supplies manufactured in the United States exceeds by an unreasonable amount the price of available and comparable supplies manufactured outside the United States.
  - c) The quality of the supplies is substantially less than the quality of comparably priced available supplies manufactured outside the United States.
  - d) The purchase of supplies manufactured in the United States is not in the public interest.
4. Purchases will not be artificially divided so as to constitute a "small purchase."
5. Nothing in this policy shall be interpreted as precluding the purchasing agent from making a special purchase under IC 5-22-10.

For purchases between \$50,000 and \$150,000, the procedures outlined in IC 5-22-8-3 will be followed.

# Employee Policy Manual Purchasing Limit Purchase Order

**Yijin Wang**



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