

KENNEBUNK FREE LIBRARY PURCHASING POLICY

It is the goal of the Kennebunk Free Library (KFL) Director or his/her designee to purchase supplies and contracted services at the lowest price consistent with the quality and standards needed, including the Green purchasing principles outlined below. Opportunities shall be provided to all responsible vendors to do business with the Library. Competitive bidding or quotations will be solicited as required below without prejudice or favoritism.

The Library Director is responsible for purchasing goods and services within the adopted budget. Invoices will be rolled up into budget line-item level and reviewed monthly by the Finance committee. Summaries are available to all board members monthly.

Estimates

Whenever possible, estimates shall be obtained for major building and equipment purchases, maintenance and repairs as follows:

1. At least two estimates shall be obtained for purchases or expenses in the \$5,000 to \$10,000 range. The Director shall have the sole discretion to choose the winning estimate for such purchases in this range.
2. At least three estimates shall be obtained for purchases or expenses over \$10,000. The Director and the relevant Standing Committee of the Board of Trustees shall make a recommendation to the full Board regarding which should be chosen as the winning estimate. The Board must approve the expenditure of funds for purchases or expenses over \$10,000.

The winning estimate for any purchase of any size may not necessarily be the lowest estimate. All factors relating to value such as, but not limited to, quality, reputation/references of the vendor, timing and availability should be considered.

The Board authorizes the Director (or designee) to purchase without bidding or securing alternative proposals or quotations for emergencies where time is a crucial factor.

Sustainability Focus

KFL focuses on Green purchasing. Green purchasing adds environmental considerations in addition to the price and performance criteria used to make purchasing decisions. Green purchasing also considers supply chain management. Green purchasing attempts to identify and reduce environmental impact and to maximize resource efficiency. Green guiding principles include:

- Considering environmental factors and cost in addition to price and performance
- Emphasizing pollution prevention early in the purchasing process; Considering packaging, ingredients, and whether the item can be found from a local retailer or supplier
- Examining multiple environmental attributes throughout a product's or service's life cycle; Looking at the whole life of the product, from manufacture through use and disposal
- Collecting and basing purchasing decisions on accurate and meaningful information about environmental performance.