



Procurement Policy

Purpose

The Guelph Public Library recognizes the procurement of goods and services must be undertaken in a way that complies with all applicable legislative requirements and provides the best value for the library while balancing quality, cost, and effective and efficient processes.

1 Scope

- 1.1 This policy covers all procurement of all goods and services by the Guelph Public Library Board, the CEO and all employees of the GPL on behalf of the Library including, but not limited to, the following;
- a. Goods – collections, collections processing supplies, computer hardware and software, furniture and equipment, office supplies, construction and building materials.
 - b. Professional Services – financial, strategic planning, engineering, information technology, human resource management.
 - c. Facility Services – construction, building cleaning, building system maintenance, landscaping, snow plow service.

2 Assumptions and Guiding Principles

- 2.1 The Guelph Public Library will be led by these guiding principles;
- a. The Library will endeavor to procure goods and services from responsible suppliers who follow ethical standards.
 - b. The Library will endeavor to procure goods and services while respecting the preservation of the natural environment and, where feasible, encourage suppliers to supply “green” products.
 - c. Purchases will be made in compliance with all relevant statutes and regulations including, but not limited to, the Municipal Act, Accessibility for Ontarians with Disabilities Act (AODA), and the Public Libraries Act.

- d. Procurement decisions will be made using an open, accountable, fair yet efficient process including creating a standard approach for conducting the process; communicating with bidders throughout the process; evaluating submissions; awarding the contract; and maintaining records of the procurement process.

3 Accountability

- 3.1 The Guelph Public Library Board authorizes the CEO to act for the GPL in the procurement of goods and services;
 - a. The CEO is authorized to proceed with formal agreements and contracts on behalf of the GPL.
 - b. The CEO is authorized to delegate authority for procurement, depending on the scope and value of a purchase or contract (see Appendix A).
 - c. The authority to proceed with procurement is subject to the availability of sufficient funds within the approved GPL budget.
 - d. If a project exceeds, or is anticipated to exceed, the approved contingency threshold, then the Library Board must be notified to approve additional funds.
- 3.2 The Board gives authority to the CEO to establish procurement procedures required to enact the policy, including, but not limited to, sourcing levels and approvals.

4 Conflict of interest

- 4.1 A member of the Guelph Public Library Board or an employee of the GPL must declare pecuniary interest in any proposal, contract, tender, or quotation for the supply of goods and services to the Library, should he or she have direct or indirect interest in said work or project.

5 Exclusions

- 5.1 This procurement policy includes the purchase of all goods and services for the library except for the following:
 - a. Utilities such as water, hydro.
 - b. Training and education such as conferences, registration, courses, and workshops.
 - c. Refundable employee expenses such as travel, mileage, accommodation.
 - d. General expenses such as licenses, postage.
 - e. Petty cash items less than \$50.

6 Disposal of goods procured

6.1 Library materials - Withdrawn materials may be discarded or sold on authority of the Library CEO.

6.2 Surplus Goods;

- a. Where the CEO or designate determines that any goods should be declared surplus due to being obsolete, worn out or no longer being useful for the library or any of the branch locations, a list of such goods shall be created for inventory and tracking purposes.
- b. The CEO or designate shall be responsible for the handling of surplus of all library materials and shall determine the appropriate method of conveyance to best meet the Library's needs.
- c. Arrangements may be made for the disposal of the goods in any way that is believed will provide the highest return to the library including, but not limited to;
 - i. Trade-in as part of the procurement of other similar goods being acquired by the library.
 - ii. Donating to another community organization or neighbouring library.
 - iii. Selling the goods for a nominal fee.
 - iv. Public auction or,
 - v. Classifying as waste and recycling, dismantling, destroying and/or disposing.

Appendix A:

Guelph Public Library

Procurement Policy: Spending Authority

Type of procurement	Authority
Credit card purchases	The Guelph Public Library aligns with the Purchasing Card Policy and Procedure of the Corporation of the City of Guelph. The CEO or designate can purchase goods and services directly from vendors when each transaction does not exceed \$5,000 and with a total monthly transaction balance that does not exceed \$5,000.
Single source	The Guelph Public Library aligns with Schedule "A" of By-law (2018) – 20259 by the Corporation of the City of Guelph

Request for quotation	The Guelph Public Library aligns with By-law (2018) – 20259 by the Corporation of the City of Guelph.
Request for proposal	The Guelph Public Library aligns with By-law (2018) – 20259 by the Corporation of the City of Guelph