

HAMMOND PUBLIC LIBRARY
Hammond, Indiana

BP-3155 PUBLIC PURCHASING POLICY

The Hammond Public Library is a governmental body that is authorized to enter into contracts under the Indiana Public Purchasing Law. The Hammond Public Library will conform in every regard to IC 5-22-1-1 et seq. The Hammond Public Library is the “Purchasing Agency.”

The “Purchasing Agent” of the Hammond Public Library is the Director of the Library and those to whom the Director may delegate authority. Those others who may be authorized by the Purchasing Agent to make routine purchases are commonly the Assistant Director, the Heads of Information Services, Technical Services, Circulation Services, Youth Services, and the Maintenance Services Manager.

In accordance with state statute, all items costing over \$150,000 will be purchased following competitive bidding procedures. All items costing between \$50,000 and \$150,000 will be purchased only after inviting three quotes from persons known to deal in the lines or classes of supplies to be purchased. The Board of Trustees will follow all the proper steps for competitive bidding procedures or the inviting of quotes as required by statute or by the guidelines of the appropriate state agency.

The Board of Trustees or the Purchasing Agent will purchase services on the basis of provisions of the contract, cost, experience of the offer or any other factor deemed appropriate to the services being purchased.

In order to be in compliance with Indiana Code IC 5-22-16.5-13(b) contracts signed on or after July 5, 2012 require vendor certification that the vendor is not engaged in any investment activities in Iran. The Indiana State Board of Accounts emphasizes that the recent law applies to all contracts. A vendor certification form will be attached to all vendor contracts for future auditing purposes.

The Library will obtain a credit card (s) with no fee or a competitive annual fee that will best fit the library’s needs. The credit card accounts will be used to facilitate business transactions that are consistent with the current budget and policies.