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**Purpose:** The Board is responsible for managing the library's budget in an efficient and economical manner while ensuring that materials and services are of a high quality.

**1. Definitions**

- 1.1. Board: Banff Public Library Board.
- 1.2. Purchasing: the process of buying products or services, locating and selecting a supplier, negotiating price and other contract terms, and following up to ensure proper delivery and service.
- 1.3. RFP: Request for proposal.

**2. Authority to Purchase**

- 2.1. The Library Director has the authority to purchase materials and/or services within the designated budgeted amounts of the annual budget.
- 2.2. The Library Director has the authority to purchase unbudgeted materials and/or services up to \$2,000 on the condition that total annual expenditures do not exceed the total annual budget. Unbudgeted materials and/or services exceeding \$2,000 must be approved by the Human Resources and Finance Committee.
- 2.3. The purchase of unbudgeted materials/items/services exceeding the total annual budget is subject to Board approval.
- 2.4. The Library Director is considered fully responsible for appropriately managing the expenditure of any grant received from outside organizations or government agencies, excluding the annual provincial per capita grant and the Town of Banff operating grant. The Board will be kept apprised of the status of grant applications and grant expenditures.

**3.** Approval to use any reserve fund must come from the Board.

**4.** Preference will be given, when and where possible and economical, to suppliers within the Town of Banff and the surrounding area.

**5. Quotes**

- 5.1. The Library Director shall utilize the following guidelines for obtaining price quotations:
  - 5.1.1. Purchases up to \$2,000 – verbal quotation
  - 5.1.2. Purchases between \$2,000 - \$25,000 – written quotation
  - 5.1.3. Purchases over \$25,000 – formal tender or RFP
- 5.2. It is expected that that the Library Director consider the current market prices prior to purchasing materials or services. Normally, a minimum of three (3) quotes are obtained for all purchases of material or services over \$2,000. Comparative quotes will not be required if:
  - 5.2.1. No competitive supply market exists;
  - 5.2.2. A source has been pre-determined and/nor approved by the Board as being the sole source capable of performing the service or supplying the material in accordance with standards of quality or performance satisfactory to the Board; or,



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- 5.2.3. The procurement constitutes an emergency purchase where lack of immediate action jeopardizes operations, disrupts service to the public, or threatens the health and safety of staff or public.
- 5.3. Capital projects coordinated through the Town of Banff shall utilize the Town of Banff's tendering and purchasing policies.

## 6. Proposals/RFPs

- 6.1. The Board will follow a similar tendering process as that outlined in the Town of Banff's Invitation to Tender procedures
- 6.2. The Board reserves the right to reject any or all proposals, or to accept part of one or more proposals. The lowest proposal will not necessarily be the accepted proposal
- 6.3. RFPs may be published in relevant publications and/or sent out to specific organizations that can supply the service or material required
  - 6.3.1. RFPs will outline the library's requirements in service or material and include a final date for receipt of the proposal
  - 6.3.2. Proposals must be received by the closing date unless approval for late submission was obtained from the Library Director
  - 6.3.3. Proposals must be sent in a sealed envelope, or other electronic means
  - 6.3.4. Proposals will be discussed at the Board committee which initiated the request. The committee will recommend a supplier to the Board for approval  
The Board is under no obligation to accept the lowest or any proposal at all.