

Competitive Bids Policy

Purpose

To establish procedures for evaluating and accepting competitive proposals for capital and maintenance projects.

Procedures

The Library Director is responsible for seeking all bids. All bids will be made to the Clinton Township Public Library. The Library Director shall use due diligence in giving adequate time for vendors to respond (approximately 45 days), as well as seeking local vendors, when available.

Exceptions are permitted in cases of prior collaboration and good standing, or when a company is the sole source.

For work with an estimated value of less than \$4,000 but greater than \$2,000: the Board shall evaluate the quotations submitted and select the successful vendor(s) and/or contractor(s). The Library Director shall seek at least two bids for the project.

- If the evaluation is based on cost alone, the board shall only need to determine if the vendor and/or contractor meet the minimum requirements and provides the best value for the Clinton Township Public Library.
- If factors other than cost are included, the board shall apply points to each of the criteria and assess each criterion for each quote.

Board Approval

The CTPL Board must conduct objective assessment of bids based on established evaluation criteria:

1. Prepare a summary listing of all bids.
2. Evaluate bids for compliance with all procurement requirements in accordance with applicable local/state/federal policies, procedures, rules and regulations.
3. Ensure bids are responsive, reasonable, and responsible.

For work with an estimated value of \$4,000 or more: the Board shall evaluate the quotations submitted and select the successful vendor(s) and/or contractor(s). The Library Director shall seek at least three bids for project.

- If the evaluation is based on cost alone, the board shall only need to determine if the vendor and/or contractor meet the minimum requirements and provides the best value for the Clinton Township Public Library.
- If factors other than cost are included, the board shall apply points to each of the criteria and assess each criterion for each quote.

Board Approval

The CTPL Board shall objectively assess bids based on established evaluation criteria:

1. Prepare a summary listing of all bids.
2. Evaluate bids for compliance with all procurement requirements in accordance with applicable local/state/federal policies, procedures, rules, and regulations.
3. Ensure bids are responsive, reasonable, and responsible.