



BOARD POLICY

PUBLIC WORKS, PURCHASING, FIXED ASSETS, & DISPOSITION POLICY

It is the policy of La Conner Regional Library District to use a competitive selection process of vendors to perform public works related projects.

A. Public Works

When undertaking public works projects as defined in RCW 39.04.010, the La Conner Regional Library will use a competitive process to solicit and evaluate proposals based on relevant factors established by the Library District, including, but not limited to, cost, but may use a bid process (lowest responsible bidder) if it is in the best interest of the Library District. Where the application of competitive procedures would lead to undesirable, uneconomical or impractical results, the District may also use alternative procurement methods for public works projects, such as use of design-build or general contractor/construction manager procedures, sole source or turnkey acquisition, or other alternative procurement methods permitted under State law. Those methods may include, but are not limited to: formal bidding; creation and use of a public works roster for projects less than \$200,000; and, in cases when no responsive bid is received after a call for bids, direct negotiations with vendors or contractors.

The La Conner Regional Library may undertake public works projects using a limited public works process or a small works roster process, in each case, subject to the same procedures and cost limits as are established in RCW 39.04.155.

The Library District will comply with all applicable legal requirements regarding the payment of prevailing wages on its public works projects. (Revised Code of Washington, sections 39.04.010 and 39.04.155)

B. Purchasing

For regular and usual library equipment and supplies, the “purchasing agent” of La Conner Regional Library will be the Library Director or designee. Other staff may be authorized by the Library Director to make routine purchases of less than \$200. Purchases in excess of \$200 must be approved by the Library Director in advance. The Library Director bears the ultimate responsibility for all purchases made.

The Library Director may purchase supplies costing up to \$5,000. Any supplies costing between \$5,000 - \$50,000 require the approval of the Board of Trustees. This provision excludes “ library materials,” whose items purchased for the use of the library clientele. All purchases under \$50,000 will be made on the open market. 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 unless another procedure is authorized by statute. In actual practice, most purchases will be made only after following this “rule of three.”

C. Fixed Assets

The District strives to safeguard, control, and account for supplies and fixed assets; and to maintain and replace its fixed assets on a consistent basis. This applies also to the facilities and grounds. The District will maintain records on buildings, equipment, and assets of a non-consumable nature valued above \$500; also, on items valued above \$100 that are of a theft-sensitive nature as determined by the Director.

D. Disposition

The District shall dispose of items as warranted by their condition, functionality, or overall usefulness. Options for disposal include transfer or sale at reduced price to nonprofit entities, including the Friends of La Conner Regional Library; public auction or sale preceded by public notice; and free pickup at the Library on a first-come, first-served basis. The District's intent is to best match the items' usefulness and value to their method of disposal in a responsible, fair, and open manner. The Director shall determine and report to the Board the disposition of surplus items

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[Return to Policy Page](#)