

# **CRAWFORD COUNTY LIBRARY Policy Manual**

## **Policy No. 815**

### **Subject: Bid Policy**

It shall be the policy of the Crawford County Library Board that all expenditures in excess of \$20,000 shall be subject to the bid process.

A complete description of the item(s) needed will be published and a sealed bid process will be followed. After receiving the sealed bids, they will be reviewed and awarded to the lowest bidder when possible with the Crawford County Library Board reserving the right to select a better product if it does not exceed 10% of the lowest bid price.

On all items under \$20,000 but above \$350, the purchasing process will entail getting a minimum of 3 prices for each item with a thorough review regarding comparable features. If the low price is for an inferior product, the Board reserves the right to select the best possible product for the Crawford County Library at the best possible price or reject all bids.

All sealed bids will be opened by the Crawford County Library Board or their designated agent.

Professional/Creative services are exempt from this policy. Certain exemptions can be allowed by the Board regarding professional and/or creative services.

**ADOPTED:** February 13, 2001

**REVIEWED:** March 26, 2002; February 8, 2018

*Crawford County Library Policy Manual – Policy No. 815 ~ Page 1 of 1*