
Board Policy

Comprehensive Purchasing and Procurement Policy

Policy Statement

The Pierce County Library System (“Library”) Board of Trustees authorizes the Library to make purchases, procurements, and surplus equipment in a manner that ensures responsible stewardship of public funds. The Library is committed to utilizing a competitive selection process to select vendors for public works related projects, maintaining transparency, fairness, and fiscal responsibility in alignment with its strategic plan and mission.

General Procurement

Purchase and procurement are under the authority of the Executive Director or designee. The process of selecting vendors, purchasing requirements and thresholds, and managing contracts and agreements, shall follow the guidelines in the Finance Guidelines Manual and be subject to ethical standards and embody the value of stewardship of the public’s investment.

Purchase and procurement activities shall be administered in a manner that provides maximum practicable open competition appropriate to the type of product or service to be acquired and support the goals of cost efficiency and quality. Wherever required, the Library shall follow Washington State laws regarding procurements as applicable to the Library.

The Board of Trustees shall:

- Review and approve initial or non-recurring purchases of \$150,000 or more that are approved within a fiscal year budget;
- Review and approve initial or non-recurring purchases of \$50,000 or more that were unanticipated or not specifically contained within a fiscal year budget;
- Review and approve any sole-sourced vendors with contracts or agreements valued at \$150,000 or more, or as other reasons so required;
- Review and adjust these thresholds from time to time when Library budgets change by more than 10% over a 3-year duration or as other conditions so warrant; and
- Authorize the Library to establish and maintain purchasing and procurement guidelines for staff to follow, administered by the Finance Department.

Public Works & Other Procurement

When undertaking public works projects as defined in RCW 39.04.010, the Library will use a competitive process to solicit and evaluate proposals based on relevant factors established by the Library, including, but not limited to, cost, but may use a bid process (lowest responsive, responsible bidder) if it is in the best interest of the Library or when the cost is over \$150,000 for the public works project.

Where the application of competitive procedures would lead to undesirable, uneconomical or impractical results, the Library 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.

In the alternative, the 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 will comply with all applicable legal requirements regarding the payment of prevailing wages on its public works projects.

Surplus

Library staff will identify equipment that is assessed as no longer needed and draft a memo for the Board of Trustees to review and approve the surplus and disposition of these equipment.

The Finance Department is accountable for surplus tasks which are administered through each department utilizing progressive attempts to recover as much value out of the equipment being disposed of, in the following priority order:

1. Competitive, open, and fair to the public at large, including but not limited to outsourced auctioneers or third-party sellers;
2. Alternative means that include sole-source sales which is awarding to a specific vendor due to compelling reasons, donations to recycle centers, or other means of recovery that may be available;
3. Land waste as last resort, if deemed that the item it of too little value, the above activities would be more costly or not feasible.

Other Considerations

- Certain situations may call for a different priority order due to turnaround time or cost-efficiency and may be approved by the Finance Department in these instances.
- An interlocal agreement may be used to extend the life of publicly funded equipment to other Washington State governmental entities, without regard for the surplus methods provided above.
- Appropriate disposition documentation shall be retained as to the means and methods of surplus for audit purposes.
- In no case shall library personnel, trustees, and volunteers acquire surplus equipment under any method except those available to a member of the public at large.

References

Fiscal Management Policy

Revised Code of Washington, sections 39.04.010 and 39.04.155

**Adopted by the Board of Trustees of the Pierce County Library System, September 8, 2021.
Revised March 12, 2025**

By the enactment of this policy the Board of Trustees of Pierce County Library System is concurrently rescinding any prior policy or procedure within PCLS that is either in conflict with or expansive of the matters addressed in this policy.