Title: Purchasing Policy

Developed by: Administration

Date Approved by LOPL Finance Committee: April 24, 2019
Date Approved by LOPL Advisory Committee: May 8, 2019
Date Approved by Board of Trustees: May 21, 2019

**Purchasing**

LOPL will endeavor to obtain the greatest value for every tax dollar expended. We will compare prices in order to purchase at the lowest price goods and services that meet the specifications and requirements by LOPL and that are in compliance with applicable laws and statutes.

LOPL requires competitive bids for certain items and services to keep costs at a minimum; to give interested, qualified suppliers an equal opportunity to supply goods and services to LOPL; and, to guard against favoritism, improvidence, extravagance, fraud, and abuse.

The Executive Director with the consent of the LOPL Finance Director may authorize purchases or commit to making purchases on behalf of LOPL. Thus, with the few exceptions set forth within, all purchases require advance planning and the preparation of a purchase order.

**Public Works or Purchases/Services bidding procedure**

- For all Public Works or Purchases/Services below $2,500, LOPL Department Directors have the authority to purchase.
- For all Public Works or Purchases/Services more than $2,500 and less than $10,000 quotes will be sought from at least two bidders. Quotes may be verbal and do not require public advertisement. LOPL staff will submit in writing to the LOPL Finance Department all verbal quotes received. LOPL shall make an award based on the most responsible quote that is in the best interest of LOPL.
- For all Public Works or Purchases/Services more than $10,000 and less than $25,000, quotes will be sought from at least two bidders. Quotes will be in writing. Quotes may be made without public advertisement. LOPL staff will submit all quotes received in writing to the LOPL Finance Department. LOPL...
shall make an award based on the most responsible quote that is in the best interest of LOPL.

- For all Public Works or Purchases/Services more than $25,000, quotes are sought through a formal sealed bid process similar to the Chatham County purchases over $25,000 procedures.
- Competitive bidding may not apply for:
  - Purchases through government contracts
  - Items to be purchased from a “single” or “sole source
  - Purchases or public works required in an emergency
  - Professional services

Single and sole source purchases are allowed with the approval of the LOPL Executive Director and LOPL Finance Director. Single source purchases are those in which other qualified sources may be available but competition would not be beneficial because of prior agreements or technical considerations. Sole source purchases are those in which there are no other qualified suppliers. In the absence of competition, reasonable attempts to negotiate fair and reasonable pricing are required.

It is LOPL policy to purchase goods and services from qualified local sources when prices are fair and reasonable.

The Executive Director and the Finance Director shall be responsible for establishing procedures that comply with the requirements of this policy and demonstrate efficient controls.