

CAMDEN COUNTY LIBRARY DISTRICT POLICY MANUAL

Section 3. Administration

Subsection 5. Bid Solicitation – Procurement Policy

BID SOLICITATION – PROCUREMENT POLICY

Quotes/bids for the purchase of products and/or services valued at \$20,000 or less may be obtained by means of “informal RFP”. That is bids may be obtained via comparison pricing through direct contact, ads, catalogs, or web pages. Board must be informed of any such bid solicitation and need of product and/or service.

Quotes for the purchase of products and/or services valued at \$20,001 or more must be obtained by means of a “formal RFP”. That is specifications and RFP must be prepared and must be faxed, mailed, or e-mailed to potential suppliers and must be advertised in the newspaper. Board must approve of such bid solicitation in advance.

Policy adopted by Board of Trustees 7-16-04

Policy revised by Board of Trustees 11-18-2011

Policy revised by Board of Trustees 5-16-2014

Policy revised by Board of Trustees 9-14-2018