Library Board of Trustees
Personnel Committee Meeting Agenda
Monday August 17, 2026
5:00 pm at the Stevens Memorial Community Library

Personnel

1. Hiring Update
2. Policies
3. General Update
4. Any Buildings and Grounds Issues that need to be addressed ASAP

Refer to Full Board for any Motion(s)

Next Meetings:
Next Board Meeting September 21, 2026 @ 6 PM
Next Finance: TBD
Next Personnel: TBD

Library Board of Trustees
Regular Board Meeting Agenda
Monday, July 20, 2026
6:00 pm at the Stevens Memorial Community Library

I. Call to Order

II. Attendance

III. Pledge to the Flag

IV. Approval of Agenda
MOTION:

V. Public Comments

VI. . Approval of Minutes from last month
MOTION: to approve minutes

VII. Approval of Expenditures- Treasurer Reports
MOTION: for a-c:
- **a.** Abstract #7 Audited – Paid (attached) in the amount of $1520.16 is approved for payment today.
- **b.** Abstract #7 Audited - Unpaid (attached) in the amount of $3137.63 is approved for payment today.
- **c.** Reports reviewed and approved.

VIII. . Director's Report (attached) - discuss

IX. Old Business
1. Closing out the fiscal year – discussion/update
2. Budget Amendment (Resolution)
3. Lions
4. Grant Status
5. Buildings and Grounds

X. New Business
1. Motion to approve Purchase Manual
    a. Resolution
    b. (attached)
2. Updates from Personnel (any motions)
    a. Hiring?
3. Reserve CD (Split, renew)
4. Construction Aid Application Assurances

XII. Adjourn
MOTION:

Next Board Meeting September 21, 2026 @ 6 PM at the library
Next Finance: TBD at the library
Next Personnel: TBD at the library

Minutes from last month

Stevens Memorial Community Library
Minutes of the Regular Meeting of the Board of Trustees
July 20, 2026

The Regular meeting of the Board of Trustees was held In Person at the Library, at 6:00 PM.

President Katie Kennedy, called the meeting to order at 6:02 PM. Also present were:
Trustees:, Sandy Eck, Andrea Seeloff, Stuart Hempel, Lisa Neary (treasurer), Jennifer Wilkinson, Kim Harding, and Barb Helak.
Absent: n/a
Staff: Director Palmer Perkins
Public: n/a

We did pledge to the flag.

1 Motion: Sand Eck moved to approve the agenda with the addition of a revised "c" for expenditures. Barb Helak seconded, and the motion passed unanimously.

Public Comments were: n/a.

2 Motion: Katie Kennedy moved to approve the minutes from last month. Andrea Seeloff seconded, and the motion passed unanimously.

3 Motion: Jennifer Wilkinson moved to approve (a-d in the agenda) the expenditures and the Treasurer Reports and Abstracts.

- **a.** Abstract #5 Audited – Paid (attached) in the amount of $1486.89 is approved for payment today.
- **b.** Abstract #6 Audited - Unpaid (attached) in the amount of $6172.16 is approved for payment today.
- **c.** *added* New invoice for James Lucas Daly for professional services $7,500 approved for payment today.
- **d.** Reports reviewed and approved.

Katie Kennedy seconded, and the motion passed unanimously.

4 Motion: Katie Kennedy moves to

a. Closed out CD #1 and deposit into checking
b. Authorize Director to procure engineering plans for foundation repair by using memorial funds.

Sandy Eck seconds, and the motion passed unanimously.

5 Motion: Jen Wilkinson moves to authorize the director and an employee to attend the Pike Fair for the SMCL assignment for the reading booth – paid – with the milage and dinner stipend. Andrea Selloff seconds, and the motion passes unanimously.

6 **Motion**: Jen Wilkinson moved to adjourn the meeting at 6:58 PM. Kim Harding seconded, and the motion passed unanimously.

The next meeting(s) will be held on:
Finance Meetings: TBD at the library.
Regular Board Meeting Monday, 8/17/26 at 6:00 at the Library
Personnel Monday, August 17, 2026 at 5:00 at the Library

Respectfully submitted,
Jennifer M. Wilkinson, Secretary

Treasurer Report(s)

ABSTRACT OF AUDITED VOUCHERS - PAID

Stevens Memorial Community Library
Date of Audit: 7/21/2026 - 8/11/2026
Abstract # 7
No checks from Memorial
(does not include paychecks)

Total Paid Claims:	1,520.16
Operating:	1,520.16
Memorial:	0.00

7152	**07/21/2026**	**Casella Waste Services**	**A200-1 · Operating checking account**	
328914	07/01/2026		486 · Trash removal	-53.08
TOTAL				-53.08
7153	**07/23/2026**	**National Grid**	**A200-1 · Operating checking account**	
77302-24108 0726	07/14/2026		483 · Electric	-668.35
TOTAL				-668.35
7154	**07/23/2026**	**Utica National Insurance Group**	**A200-1 · Operating checking account**	
100765505 0726	07/10/2026		453 · Insurance	-624.00
TOTAL				-624.00
7155	**07/30/2026**	**LEAF**	**A200-1 · Operating checking account**	
20656393	07/26/2026		485 · Telephone	-174.73
TOTAL				-174.73
Total Paid Invoices				1,520.16

ABSTRACT OF AUDITED VOUCHERS - Unpaid

Stevens Memorial Community Library
Date of Audit: 7/16/2026 - 8/11-2026
Abstract # 7
Trans #s 820 - 921

Total Claims:	3,137.63
Operating:	3,122.76
Memorial:	14.87

Trans #	Date	Num	Due Date	Split		Amount
Amazon Capital Servces						
876	07/22/2026	1QP6-94HP-LPY3	08/21/2026	411 · Library programs-supplies		36.14
878	07/22/2026	1FD4-6CXL-7GYH	08/21/2026	430 · Library and office supplies		56.99
877	07/23/2026	1HMM-7KR6-CWMQ	08/22/2026	411 · Library programs-supplies		50.70
874	07/24/2026	1V73-FHRY-4J3K	08/23/2026	411 · Library programs-supplies		55.14
906	08/03/2026	14WM-PQHP-J7KV	09/02/2026	400 · Books/Audio Books	1	14.87
907	08/03/2026	1L76-HJG9-NJKY	09/02/2026	431 · Custodial supplies		12.24
908	08/04/2026	1CNY-7W6V-RMVG	09/03/2026	411 · Library programs-supplies		10.97
919	08/05/2026	11TV-9NTT-C4GR	09/04/2026	430 · Library and office supplies		74.23
Total Amazon Capital Servces						311.28
Attica Ace Hardware						
875	07/25/2026	699356	08/04/2026	-SPLIT-		24.98
Total Attica Ace Hardware						24.98
Author's Note						
880	07/16/2026	159994	07/26/2026	400 · Books/Audio Books		64.88
879	07/20/2026	160226	07/30/2026	400 · Books/Audio Books		176.36
895	07/29/2026	160631	08/08/2026	400 · Books/Audio Books		25.85
Total Author's Note						267.09
Brodart Co.						
881	07/13/2026	B7269417	08/12/2026	400 · Books/Audio Books		62.08
882	07/13/2026	B7269416	08/12/2026	400 · Books/Audio Books		17.28
883	07/13/2026	B7269419	08/12/2026	400 · Books/Audio Books		60.00
884	07/13/2026	B7269418	08/12/2026	400 · Books/Audio Books		36.15
Total Brodart Co.						175.51
Children's Plus DBA LIBRARIA						
909	07/24/2026	287971	08/23/2026	400 · Books/Audio Books		1,564.01
915	08/04/2026	288422	09/03/2026	400 · Books/Audio Books		24.95
Total Children's Plus DBA LIBRARIA						1,588.96
Elan Financial Services						
921	08/03/2026	6222 0726	08/13/2026	-SPLIT-		301.34
Total Elan Financial Services						301.34
National Fuel						
820	06/29/2026	3281151 09 0626 adj		484 · Gas		-85.19
821	06/29/2026	3281151 09 0626	07/09/2026	484 · Gas		48.97
903	07/27/2026	3281151 09 0726	08/06/2026	484 · Gas		30.79
Total National Fuel						-5.43

OWWL Library Systems					
905	08/03/2026	9281	08/13/2026	430 · Library and office supplies	85.00
Total OWWL Library Systems					85.00
Sallome Heating					
920	08/06/2026	9232	08/16/2026	480 · Building maintenance and repair	294.90
Total Sallome Heating					294.90
Warsaw Penny Saver					
904	07/05/2026	A070549	07/15/2026	410-261 · ACSC Cultural grant 2026	94.00
Total Warsaw Penny Saver					94.00
TOTAL					**3,137.63**

1 = Memorial Account

2 = "Friends" to reimburse (partial or whole)

Stevens Memorial Community Library
Balance Sheet
As of July 31, 2026

	Jul 31, 26
ASSETS	
Current Assets	
Checking/Savings	
A200-1 · Operating checking account	32,737.99
A200-2 · Memorial checking account	140,299.66
A201-4 · Operating CD #2	62,027.66
A231-20 · Building improvement reserve	100,000.00
A231-21 · Equipment reserve	20,000.00
Total Checking/Savings	355,065.31
Accounts Receivable	
A380 · Accounts receivable	29.94
Total Accounts Receivable	29.94
Total Current Assets	355,095.25
TOTAL ASSETS	355,095.25
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
A600 · Accounts Payable	2,319.13
Total Accounts Payable	2,319.13
Other Current Liabilities	
A719 · Paid famiy leave	52.97
Total Other Current Liabilities	52.97
Total Current Liabilities	2,372.10
Total Liabilities	2,372.10
Equity	
A917 · Unassigned fund balance	377,017.90
Net Income	-24,294.75
Total Equity	352,723.15
TOTAL LIABILITIES & EQUITY	355,095.25

Stevens Memorial Community Library

July	1	2	3-LOST &	4-MEM&	5-BAGS	6-FRIENDS	7	8	9-BOOK	10-COPIER	11	DAILY	
2026	FINES	OOSP	DAMAGED	GIFTS	& GIFTS	MEMB.	VIDEOS	DONATIONS	SALES	& FAX	OTHER	TOTALS	
receipts	A2082	A2082	A2082	A2705	A2655			A2705	A2655	A 2082			
1				$100.00					$1.75	$6.00	$4,500.00	$ 4,607.75	
2									$0.25	$6.50		$ 6.75	
3									$1.25	$6.45		$ 7.70	
4	4th of July											$ -	
5	Sunday											$ -	
6										$7.75		$ 7.75	
7										$3.00		$ 3.00	
8									$1.00	$1.25		$ 2.25	$ 4,635.20
9										$6.25		$ 6.25	
10								$2.00	$0.25	$7.00		$ 9.25	
11										$6.75		$ 6.75	
12	Sunday											$ -	
13										$10.75		$ 10.75	
14									$2.25	$6.50		$ 8.75	$ 41.75
15									$1.00	$2.50		$ 3.50	
16									$1.00	$9.50		$ 10.50	
17										$1.00		$ 1.00	
18										$14.00	$322.50	$ 336.50	
19	Sunday											$ -	
20									$0.50	$7.75		$ 8.25	
21										$3.25		$ 3.25	
22									$1.50	$6.75		$ 8.25	$ 371.25
23										$5.00		$ 5.00	
24										$9.50		$ 9.50	
25										$5.50		$ 5.50	
26	Sunday											$ -	
27									$1.00	$11.35		$ 12.35	
28										$13.50		$ 13.50	
29				$25.00					$3.25	$1.25		$ 29.50	$ 75.35
30										$1.00		$ 1.00	
31				$50.00					$5.50		$793.66	$ 849.16	$ 850.16
Zeffy										$41.75		$ 41.75	$ 41.75
TOTAL	$0.00	$0.00	$0.00	$175.00	$0.00	$0.00	$0.00	$2.00	$20.50	$201.80	$5,616.16	$6,015.46	
	1	2	3	4	5	6	7	8	9	10	11	TOTALS	$ 6,015.46

* $322.50 Friends reim. Ice cream truck for summer reading kickoff & $793.66 Utica Insurance dividends

Stevens Memorial Community Library
Profit & Loss Budget vs. Actual
July 2026

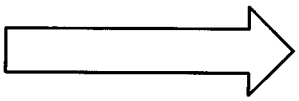
	Jul 26	Budget	$ Over Budget	% of Budget
Income				
1001 · Real property taxes	0.00	248,711.00	-248,711.00	0.0%
2082 · Library charges	200.80	3,000.00	-2,799.20	6.69%
2360 · Library services-other govts	0.00	3,650.00	-3,650.00	0.0%
2401 · Interest and earnings	-2,309.20	7,000.00	-9,309.20	-32.99%
2655 · Sales, other	15.00	0.00	15.00	100.0%
2705 · Gifts and donations				
261 · ACWC Cultural grant	4,500.00	4,500.00	0.00	100.0%
2705 · Gifts and donations - Other	2.00	500.00	-498.00	0.4%
Total 2705 · Gifts and donations	4,502.00	5,000.00	-498.00	90.04%
3840 · State aid for libraries	0.00	3,675.00	-3,675.00	0.0%
Total Income	2,408.60	271,036.00	-268,627.40	0.89%
Expense				
1 · Salary				
100 · Salaries	11,224.01	181,571.00	-170,346.99	6.18%
Total 1 · Salary	11,224.01	181,571.00	-170,346.99	6.18%
4 · Contract services				
400 · Books/Audio Books	2,139.46	12,000.00	-9,860.54	17.83%
402 · DVDs	0.00	1,500.00	-1,500.00	0.0%
403 · Periodicals	1,578.89	2,000.00	-421.11	78.95%
410 · Library programs-servces				
410-261 · ACSC Cultural grant 2026	4,594.00	4,500.00	94.00	102.09%
Total 410 · Library programs-servces	4,594.00	4,500.00	94.00	102.09%
411 · Library programs-supplies	199.43	3,000.00	-2,800.57	6.65%
430 · Library and office supplies	148.93	1,750.00	-1,601.07	8.51%
431 · Custodial supplies	12.99	1,750.00	-1,737.01	0.74%
433 · Memberships	0.00	65.00	-65.00	0.0%
434 · Travel/Mileage	0.00	250.00	-250.00	0.0%
435 · Training/Conferences	0.00	250.00	-250.00	0.0%
436 · Postage	0.00	100.00	-100.00	0.0%
450 · OWWL - computer/technology/serv	0.00	11,225.00	-11,225.00	0.0%
451 · Financial fees and software	171.00	1,380.00	-1,209.00	12.39%
452 · Leases - printer	222.61	2,500.00	-2,277.39	8.9%
453 · Insurance	624.00	7,250.00	-6,626.00	8.61%
480 · Building maintenance and repair	721.99	1,750.00	-1,028.01	41.26%
481 · Grounds (plowing, mowing, fire)	0.00	3,440.00	-3,440.00	0.0%
482 · Water and sewer	0.00	300.00	-300.00	0.0%
483 · Electric	668.35	5,600.00	-4,931.65	11.94%
484 · Gas	30.79	2,600.00	-2,569.21	1.18%
485 · Telephone	349.46	2,100.00	-1,750.54	16.64%
486 · Trash removal	53.08	600.00	-546.92	8.85%
Total 4 · Contract services	11,514.98	65,910.00	-54,395.02	17.47%

Stevens Memorial Community Library
Profit & Loss Budget vs. Actual
July 2026

	Jul 26	Budget	$ Over Budget	% of Budget
8 · Employee benefits				
800 · Social Security	858.60	13,890.00	-13,031.40	6.18%
801 · Health insurance	230.76	3,000.00	-2,769.24	7.69%
802 · Retirement	0.00	6,165.00	-6,165.00	0.0%
803 · Short term disability	0.00	500.00	-500.00	0.0%
Total 8 · Employee benefits	1,089.36	23,555.00	-22,465.64	4.63%
Total Expense	23,828.35	271,036.00	-247,207.65	8.79%
Net Income	**-21,419.75**	**0.00**	**-21,419.75**	**100.0%**

Director's Report

Director's Report August Board Meeting

- Numbers 

Month	Patrons		Programs	Attendees
July 26	1500		24	100
June 26	1389		20	130
May 26	1275		16	138
April 26	947		14	68
March 26	1057		17	49
Feb 26	930		21	78
Jan 26	717		19	77
Dec 25	896		23	395*
Nov 25	736		17	85
Oct 25	1000		19	455*
Sep 25	1040		20	104
Aug 25	1050		10	92
July 25	1422		16	93

- Foundation update - engineer
- Memorial account
- Summer Reading so far
- Upcoming events
    - Book sale - 8/22
    - Crystal Bus - 8/26
- General updates - parking lot aid, personnel, assurances

Resolutions

Stevens Memorial Community Library

August 17, 2026

BE IT RESOLVED, that the Stevens Memorial Community Library, hereby requests a budget amendments and reclass for the 25/26 fiscal year as a result of the year end process of balancing the financial budget for the year then ended. The 25/26 budget reclass is as follows:

Decrease Expense:

400 Books	$ 5,816.73
401 Electronic books	$ 2,326.00
402 DVDs	$ 1,558.09
430 Library and office supplies	$ 98.32
431 Custodial Supplies	$ 614.76
432 Computer Supplies	$ 2,000.00
433 Memberships	$ 426.00
482 Water and sewer	$ 9,150.70
802 Retirement	$ 1,238.00

Increase Expense:

403 Periodicals	$ 600.29
410 Library program services	$ 323.95
434 Travel/Mileage	$ 509.04
435 Training/Conferences	$ 108.22
436 Postage	$ 171.60
451 Financial fees and software	$ 394.32
452 Leases – printer	$ 259.78
457 Disability Insurance	$ 225.16
486 Trash removal	$ 360.43
485 Telephone	$ 2,096.76
453 Insurance	$ 2,248.24
411 Library programs – supplies	$ 3,077.57
450 OWWL – computer/technology/services	$ 3,860.51
481 Grounds	$ 4,084.98
483 Electric	$ 3,669.75
801 Health insurance	$ 115.50
803 Short term disability	$ 547.82
804 Employee team building	$ 74.66
800 Social Security	$ 500.02

The 25/26 budget amendment is as follows:

Increase revenue:

2401 Interest and earnings	$ 6,482.88
Appropriate Fund Balance	$32,868.83

Increase expense:

100 Salaries	$ 7,583.49
200 Large Equipment	$ 3,325.00
201 Small Equipment	$15,519.10
480 Building maintenance	$ 7,123.02
483 Electric	$ 1,642.31
484 Gas	$ 4,078.23
800 Social Security	$ 80.56

On this ____ day of _____, 20 ___

_____ Date Enacted _____

(Signature of Secretary)

I, _____, Secretary of the governing board of the Stevens Memorial Community Library, of the State of New York, do hereby certify that I have compared the forgoing with the original resolution passed by the board, at a legally convened meeting held on the ____ day of _____, 20___ on filed as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

I further certify that the full board consists of ___ members, and that ___ of such members were present at such meeting and that ___ of such members voted in favor of the above resolution.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Stevens Memorial Community Library.

Stevens Memorial Community Library

August 17, 2026

BE IT RESOLVED, that the Stevens Memorial Community Library Board of Directors hereby authorizes the adoption of the attached Purchasing Manual effective immediately.

The Purchasing Manual shall be reviewed, updated as needed, and approved by resolution by the Board of Directors annually.

On this ____ day of _____, 20 ___

_____ Date Enacted _____

(Signature of Secretary)

I, _____, Secretary of the governing board of the Stevens Memorial Community Library, of the State of New York, do hereby certify that I have compared the forgoing with the original resolution passed by the board, at a legally convened meeting held on the ____ day of _____, 20___ on filed as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

I further certify that the full board consists of ___ members, and that ___ of such members were present at such meeting and that ___ of such members voted in favor of the above resolution.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Stevens Memorial Community Library.

Policies

Stevens Memorial Community Library Purchasing Manual

Stevens Memorial Community Library

Adopted:

Purchasing Manual

Table of Contents

Section		Page
I	Introduction.....	1
II	General Purchasing Procedure.....	2
III	Threshold.....	3
IV	Proper Invoice	4
V	Competitive Bidding.....	5
VI	Emergency Purchases.....	8
VII	Prevailing Wage Rates.....	9
VIII	Sole Source Purchases.....	10
IX	Professional Services.....	11
X	Preferred Sources.....	13
XI	Exceptions to Purchasing Requirements.....	14

Appendix A - Procurement Policy and Procedure Adoption Resolution

Appendix B – Forms:

a. Voucher Form
b. Travel Authorization Form
c. New York State Exemption Certificate for hotel room occupancy ST-129
d. Iranian Divestiture Clause
e. Non-Collusion Form
f. Piggyback language

I. Introduction

The purchasing procedure of the Stevens Memorial Community Library shall comply with all applicable laws and regulations of New York State General Municipal Law and New York State Education Law.

Pursuant to General Municipal Law, Section 104-b, goods and services which are not required by law to be procured through competitive bidding must be procured in a manner which assures the prudent and economical use of public monies in the best interest of the taxpayers. It further requires that to facilitate the objectives of economical use of tax monies, the acquisition of goods and services of the best possible quality at the lowest possible cost, and to guard against favoritism, improvidence, fraud and corruption, internal policies and procedures governing procurement of all goods and services not required by law to be procured through competitive bidding must be adopted by the Library. It also requires that, effective January 1, 2009, such policies and procedures identify the individual or individuals responsible for purchasing and their respective titles.

No official or employee of Stevens Memorial Community Library shall be interested financially in any contract entered into (as defined in General Municipal Law, Sections 800 thru 808). This also precludes acceptance of gratuities, financial or otherwise, by the above persons, from any supplies of materials or services to the Library.

The Library Board of Directors shall annually review and, when needed, update this policy and procedures manual, as required. The Library Director shall be responsible for conducting an annual evaluation of the effectiveness of the procurement policy and procedures and an evaluation of the control procedures established to ensure compliance with the procurement policy, and shall be responsible for reporting back to Finance Committee and the Board of Directors.

Unintentional failure to comply fully with the provisions of General Municipal Law, Section 104-b shall not be grounds to void action taken or give rise to a cause of action against the Library or any officer or employee thereof.

All purchases made outside of the purchasing procedure will be considered unauthorized purchases and are not the financial responsibility of the Library.

Forms within this manual are not to be altered or changed in any way.

II. General Purchasing Procedure

The acquisition of services, equipment and supplies at Stevens Memorial Community Library is centralized whereby the Library's Director is responsible all library purchasing and for complying with this policy and the procedures set forth therein. The Library will not be liable for any purchases made not in compliance with this policy. Those responsible individuals listed in Appendix B shall procure the necessary items of material, equipment, supplies and services as needed, at the best possible prices and maintain adequate records as verification of such.

The first step in procurement is to determine the type of service or good needed. A "purchase contract" is for the purchase of goods. A "public works contract" applies to those items or projects involving primarily labor or both material and labor where labor is the major portion of the purchase. A professional service is a service that requires special skill, expertise and/or creativity.

The next step in the procurement process is to determine the dollar threshold of the item being purchased. This will dictate the appropriate method of procurement as shown within this manual. That dollar threshold is the aggregate amount planned to be spent on the same or similar commodities or services, and technology within a rolling 12 month period. "Like" commodities are those items of a similar nature, which are generally, but not always, handled by one vendor (ie. cleaning supplies, books, office supplies) and should be grouped together for the purpose of determining whether you will exceed the limit as set by law. A series of transactions, each under the threshold, is subject to competitive bidding if it can be reasonably anticipated that the aggregate amount will exceed the threshold. If the actual cost of any purchases or projects are uncertain but suspected to exceed the limit, discretion will be used and the bidding procedure will take effect. Thresholds may not be avoided by artificially splitting contracts or purchases.

After the necessary due diligence in finding an appropriate vendor, a purchase shall be initiated. Any documentation supporting the required due diligence shall be kept on file and attached to the invoice for audit purposes.

Near fiscal year end, a purchase order cut off can be instituted at the discretion of Director.

All documentation required within this manual should be filed with the library's accounts payable/invoicing records for 6 fiscal years. Please see the Library's retention policy for specific retention periods related to grants and capital projects.

III. Threshold Grid

The following charts constitute a minimum requirement for the acquisition of goods and services. When appropriate you may choose a greater level of competition. Threshold amounts are determined based on the aggregate amount reasonably expected to be spent on the same or similar goods/services within a 12 month period. See the "General Purchasing Procedure" section for more aggregate information.

Purchase Contract

Threshold	Requirement	Attach
0 - $2,499	Director's Discretion	
$2,500 - $9,999	2 written quotes and Board approval	2 written quotes must be attached to invoice
$10,000 - $19,999	3 written quotes and Board approval	3 written quotes must be attached to invoice
$20,000 and over	Competitive bid	Bid, bid results, Board minutes approving purchase and the award of the bid, and any documentation that supports or is required to prove due diligence.

Exceptions:

1. Every attempt will be made to receive the number of quotes required. In the event a vendor is unable to quote, a letter from the vendor stating the vendor is unable to quote and the reason is to be attached to the invoice.
2. Any requisition that is over budget and any emergency purchase will require Board of Directors approval.

Public Works Contract

Threshold	Requirement	Scan and Attach
0 - $2,499	No Purchase Order	
$2,500 - $9,999	2 written quotes and Board approval	2 written quotes must be attached to invoice
$ 10,000– $34,999	3 written quotes and Board approval	3 written quotes must be attached to invoice
$35,000 and over	Competitive bid	Bid, bid results, Board minutes approving purchase and the award of the bid, prevailing wage information and any additional documentation that supports or is required to prove due diligence

IV. Proper Invoice and payment

A proper invoice is a written or electronic request for payment submitted by the vendor and must contain the following:

1) Vendor name;
2) Invoice number (in all cases possible);
3) Stevens Memorial Community Library must be named as the purchaser;
4) A complete and itemized description of the goods or services requesting payment for;
5) Quantity of goods, property, or services delivered or rendered; and
6) Amount owed.

All invoices will be entered into Quickbooks. At year end the accrual method shall be used to determine which year an invoice is applicable to.

By resolution date November 16, 2025, the Library Treasurer is authorized to pay public utility services, postage and freight and express charges in advance of formal audit and approval of claims. Public utility services include electric, gas, water, sewer and telephone services. These will appear on an Abstract of Claims – Paid, to be reviewed and signed off by the Finance Committee on a monthly basis. All other invoices will be placed on an Abstract of Claims – Unpaid, to be reviewed and signed off by the Finance Committee on a monthly basis. Both Abstract of Claims will be approved by motion monthly by the Board of Directors.

V. Competitive Bidding

Pursuant to General Municipal Law, Article 5A, Section 103, all purchases for materials, equipment or supplies of the same category that involve an aggregate, rolling 12 month, estimated total expenditure over $20,000 shall be awarded only after public advertising soliciting formal bids. All competitive bids for purchase contract awards require Library Board of Directors approval.

Also pursuant to General Municipal Law, Article 5A, Section 103, all public work contracts (those projects that involve labor or both material and labor) involving an expenditure of over $35,000 shall be awarded only after public advertising soliciting formal bids. All competitive bids for public works contracts require Library Board of Directors approval in order to be bid and awarded.

Alternatives to competitive bidding, where Library Board of Directors approval is not required for procurements not to exceed budgeted amounts:

1. New York State Office of General Services awards centralized contracts based on competitive bidding for commodities, services, information technology and telecommunications. The Library is eligible to purchase through state contracts as a political subdivision of New York State. Since New York State General Municipal Law does not require competitive bidding if purchases are made under State Contract, spending levels (aggregate) do not apply if the purchase is made under New York State Contract. Purchases made from vendors offering "lower than state contract" prices do not qualify under this exception. State contracts are accessible on-line at http://www.ogs.state.ny.us. With this type of purchase, the state contract should be printed and attached to the invoice.

2. The Library may piggyback on municipal County and New York State contracts that have been extended to local governments, school districts and/or libraries. The contract must explicitly authorize piggybacking and must be let in accordance with competitive bidding laws. The purchase contract being utilized is to be printed and attached to the invoice as backup.

3. The Library is also eligible to purchase from Federal GSA Schedule 70 Technology contracts, as well as equipment for counter-drug, homeland security and emergency response activities. This contract is accessible on-line at http://www.gsa.gov/portal/content/104506.

4. The Library is permitted to purchase surplus and second-hand supplies, materials or equipment from Federal or State government or other political subdivisions or public benefit corporations within the State. However, purchases or used items from any other source (e.g. private sources like auctions or going-out-of-business sales) are not exempt from bidding requirements.

Each bid submitted to the Library must contain a statement asserting prices in the bid were arrived at independently, without collusion; prices quoted were not knowingly disclosed by the bidder prior to bid opening; and the bidder did not induce any other person to not submit a bid. A non-collusion form is attached to this manual.

General Municipal Law, Section 101 states that contracts for the erection, construction or alteration of buildings exceeding $500,000 (for Wyoming County), must separately and independently bid (1) Plumbing and gas fitting, (2) Steam heating, hot water heating, ventilating and air-conditioning apparatus, and (3) Electric wiring and standard illuminating fixtures. Referred to as the Wicks Law, when this law does not apply, bidders must submit with its bid a separate sealed list that names each subcontractor that the bidder will use to perform the work. After the low bid is announced, the sealed list is opened and the names of subcontractors are announced. The sealed lists of unsuccessful bidders are to be returned.

Every bid must contain a statement that the bidder is not on a list of entities that invest in the Iranian Energy Sector. A bid cannot be considered or contract awarded without that statement. The exception to this is if a bidder's investment activities were made prior to this law (April 12, 2012) or if the municipality determines in writing that the purchase of goods or services are necessary and are unable to be purchased from any other entity. This clause can be found at the end of this policy.

Advertising for each contract or bid shall be in the designated official newspaper of the Library. The advertisement has to contain the time and place where all of the bids received will be opened. It should state if bids can be received electronically. It should name the Stevens Memorial Community Library and describe the project. It is required there be 5 days between the date of the advertisement and the opening of the bids. If the date of opening changes, re-advertising is required. Failure to comply with the advertising requirements will result in an illegal contract.

Prior to awarding a bid, the Library must first consult a list of debarred vendors on the Department of Labor website. New York State Labor law sets a five-year ban on bidding or award of public work projects to contractors, sub-contractors, successors, and/or substantially owned or affiliated entities who have been debarred for violations of Article 8 or Article 9 of Department of Labor laws, which are related to prevailing wages. The list is located at the link on the bottom of the page of this website: https://dol.ny.gov/system In addition, the Library must also check the System for Award Management (SAM) Exclusions which is maintained by the General Services Administration (GSA) and is available at https://www.sam.gov/portal/public/SAM/ Vendors on either list may not be awarded a competitive bid by the Library.

All formal bid contracts (those which require public advertising and competitive bidding according to General Municipal Law, Article 5A, Section 103) shall be awarded as provided by law and by Resolution of the Library Board of Directors.

It shall be the policy of the Library that a low tie bid be rejected and re-bid to eliminate any question of vendor favoritism by making a choice of an award other than low price.

The Library's bid, the bid results or tabulation sheet, the proposals and the resolution by the Library Board of Directors awarding the bid, must be kept on file at the library for six fiscal years.

The following include but are not limited to situations that are exempt from competitive bidding requirements:

- Public emergencies
- Sole source providers of goods or services (these should be minimal)
- Municipal cooperation agreements
- Purchases of surplus/second hand supplies materials or equipment from the Federal Government, State of New York, or any other political subdivision or district
- Real property purchases or leases
- New York State preferred source purchases
- State contract purchases
- Other municipal or public library contracts properly extended to municipalities or public libraries
- Professional service contracts
- Special skill contracts

VI. Emergency Purchases

The Library may forego compliance with competitive bidding requirements when a situation arises that requires an emergency procurement. The term "Emergency Purchases" is defined in Section 103(4), Article 5A of the General Municipal Law as follows:

"...in the case of a public emergency arising out of an accident or other unforeseen occurrence or condition whereby circumstances affecting public buildings, public property or the life, health, safety or property of the inhabitants of a political subdivision or district therein require immediate action which cannot await competitive bidding, or competitive offering, contracts for public work or the purchase of supplies, material or equipment may be let by the appropriate officer, board or agency of a political subdivision or district therein."

Unless the situation threatens lives, health or public property, the purchases of services or products or public works are subject to the standard provision of this Purchasing Manual. In general, it must be an accident or an unanticipated occurrence that requires immediate attention, or threatens the health, safety or welfare of the Library's property or customers. If the time it takes you to award a contract for an emergency takes as much time as it would to do a competitive bid, it is not an emergency. Improper planning for purchases or capital projects cannot be classified as an emergency purchase.

In the case of a good faith emergency, the Library should still work to obtain goods or services at the lowest cost available.

In the event of an emergency, the Library Director will assume charge for the operation. The following procedure will then be used:

1. The Library Director will provide to the Board of Directors the reason for the emergency and a complete description of what will need to be purchased and its cost.

2. The Board of Directors will provide the Library Director written approval of the emergency purchase, in the form of a signature from the President.

3. With the Board of Directors' approval, the purchase can be made.

4. For documentation purposes, the complete description of the emergency and the Board of Directors approval will be required to be attached to the invoice.

VII. Prevailing Wage Rates

The New York State Department of Labor requires the payment of prevailing wages for any public work performed at Stevens Memorial Community Library. Refer to New York State Labor Law Article 8 (construction such as electricians, carpenters, highway workers) and Article 9 (building service contracts such as janitorial services, landscapers and window washers). See website at http://www.labor.ny.gov/workerprotection/publicwork/PWContents.shtm.

The dollar threshold for payment of the wages under Article 8 is ZERO. ANY work, regardless of how small, is subject to this requirement. The dollar threshold for payment of wages under Article 9 is $1,500. Any project or public work where the payment of wages meets these thresholds is subject to this prevailing wage requirement.

- The Department of Labor requires the Library to request a PRC # and prevailing wage schedule listing the hourly rates of wages and supplements due the workers to be employed on a public work project for any project or service contract involving labor. This schedule may be obtained by completing and forwarding a "Request for Wage and Supplement Information Form" (PW-39) from the Department of Labor or via an online request.
- The Library must attach the wage schedule to the bid specifications prior to bidding.
- Upon awarding a contract, the Library must attach the wage schedule to the contract. When signing the contract, the vendor should also sign a receipt for the wage schedule. That receipt should be kept with the bid documentation.
- Before the work begins, the vendor (contractor and subcontractors) must post wage schedules at the construction site so that workers know what they are entitled to.
- The Library is required to furnish the following information to the NYS Department of Labor Bureau of Public Works, upon the awarding of the contract:
    - The name and address of the contractor
    - The date the contract was let
    - The approximate dollar value of the contract
- Certified payrolls must be collected from the contractor prior to payment to the vendor. These certified payrolls must be attached to each invoice must be kept on file with the Library.
- If a vendor has any questions regarding the job category or classification they are instructed to contact the Department of Labor.
- The Library is required to notify the NYS Department of Labor Bureau of Public Works of the completion or cancellation of any public work project. The Department's Notice of Completion/Cancellation of Project Form (PW-200) is provided for that purpose.
- All forms are available for completion online.
  See http://www.labor.ny.gov/workerprotection/publicwork/PWContents.shtm

VIII. Sole Source Purchases

In situations where there is only one possible source from which to procure goods and services required in the public interest such as in the case of certain patented goods or services, competitive bidding or required quoting is not required. There should be very few instances of these types of purchases.

A **sole source** can be a manufacturer, software developer or service provider that sells direct and there are no other sources offering an "or equal." To qualify under the sole source exception, the Director must demonstrate that the acquisition of the good or service sought is in the public interest. To do so, the Director must document the following: 1. The unique benefits arising from the particular good or service as compared to a different good or service; 2. That no other good or service provides substantially similar benefits; and 3. When considering the benefit conferred upon the Library from the good or service, the cost of such is reasonable. In addition, the Director must demonstrate that the good or service is available from only one source for which there is no equivalent. To do this, a letter on the vendor's official letterhead must be received from the vendor. All of the above documentation must be attached to the invoice as backup documentation in the event of an audit.

A **single source** could be a distributor/wholesaler/retailer that has a contractual agreement for a specific territory to the exclusion of others. Should you have a situation involving a single source supplier, a letter on the manufacturer's letterhead confirming the single source authorized vendor should be obtained. This must be attached to the invoice as backup documentation in the event of an audit.

IX. Professional services

Contracts for professional services are subject to the guidelines of GML 104-b for competitive pricing to be obtained for these services. Professional services are services that require special skill, expertise and/or creativity.

Professional service examples include but are not limited to: insurance, engineering, marketing, stenographers, investment management, architect services, artistic services, attorney services, bond underwriters, financial auditors, financial consultants, management and system analysts and psychologists.

Under NYS General Municipal Law Section 103, contracts for professional services are exempt from mandatory competitive bidding, because of the specialized nature of the services provided. The preferred method to procure these types of service is a Request for Proposal. It allows the library to look at qualifications and price together.

Annual Cost Thresholds:

Under $5,000 – The Library Director can approve the service.

$5,000 to $19,999 - The Library's Board of Directors will determine when a formal request for proposal/qualification process will be used or if quotes or proposals may be obtained from specific vendors/firms.

$20,000 and above – Requires a formal, advertised RFP process.

The library MUST RFP services for insurance, audit and legal services every 5 years.

At any time, the Library can chose an option above the threshold requirement.

The information required for a request proposals for services shall include:

a. A work statement or performance specification
b. Time frames in which the work is to be completed
c. Specific criteria to be used in evaluating the proposal

Request for Proposals/Qualifications may be legally advertised in the designated official newspaper of the Library and posted on the Library's website.

1. The Library's Director and Finance committee will evaluate the proposals received for completeness, accuracy and compliance with the RFP requirements.

2. If appropriate, firms may be selected to make a presentation to the Library Director and/or the Library Finance Committee or Board of Directors.

3. Requests for proposals or qualifications will be approved via resolution by the Library Board of Directors, and the procurement documents will be executed by the President of the Board of Directors.

4. If a contract is awarded to other than the lowest responsible dollar offered, the reason for such award must be justified and documented.

5. The RFP, the RFP proposals, scoring and documented evaluation and the resolution of award must be kept on file at the library for six fiscal years.

X. Preferred Sources

Political subdivisions are required by law to purchase suitable products and commodities from sources granted Preferred Source status by the New York State Legislature. Preferred Sources are:

CORCRAFT
New York State Department of Correctional Services
Division of Industries (highest degree of preference)
www.corcraft.org

NEW YORK STATE PREFERRED SOURCE PROGRAM FOR PEOPLE WHO ARE BLIND (NYSPSP)
www.nyspsp.org

NEW YORK STATE INDUSTRIES FOR THE DISABLED, INC.
www.nysid.org

NEW YORK STATE OFFICE OF MENTAL HEALTH
BUY OMH
www.omh.ny.gov

XI. Exceptions to Certain Purchasing Requirements

The following expenses do not require quotes:

1. Collection fees
2. Dues
3. Heating fuel
4. Interfund transfers or payments to fund reserves
5. Legal settlements/judgments and/or claims
6. Payments on leases (excluding original procurement)
7. Postage
8. Payments to OWWL
9. Magazine and Periodical Subscriptions
10. Training/conferences and hotels where conferences are held
11. Utility bills
12. Vehicle fuel

This list is subject to amendment in the future as changes are deemed necessary.

Appendix A:

Adoption Resolution

Appendix B:

Forms

Voucher

Stevens Memorial Community Library

146 Main Street , Attica, NY 14011

Account #	Amount
Total	

==========

_____ Date: _____

(Claimant's name)

_____

(Street Address)

_____

(City, State, and Zip)

Date	Item Description	Qty	Unit Price	Amount
	Total			

Travel:

Purpose:	
From:	Beginning Odometer Reading (Mileage):
To:	Ending Odometer Reading (Mileage):

Total Mileage	
X Mileage Rate	
Mileage Reimbursement	$
Tolls*	$
Meals*	$
Total	$

*Attach receipts

I, _____, the claimant, certify that the above account in the amount of $_____ is true and correct, that the items, services, and disbursements charged were rendered to or for the library on the dates stated; that no part has been presented for payment; that taxes, from which the library is exempt, are not included; and that the amount claimed is actually due.

Date: _____ Claimant's Signature _____

The above claim for items, services or disbursements is proper and was duly ordered or contracted for and were actually furnished or rendered in accordance with an order or contract. Said claim has not previously been presented for audit or payment.

Director Approval Signature _____

Stevens Memorial Community Library
Travel Authorization Form

To be completed and approved prior to travel event

Today's Date: _____

Employee Name: _____

Destination: _____

Reason: _____

_____

_____

Date and time of travel: _____

Duration: _____

Other employees attending: _____

Employee signature: _____ Date: _____

Approval

_____ Date: _____

Director Signature

Note: Please attach signed approval to voucher along with invoices relevant to this travel.

Department of Taxation and Finance

New York State and Local Sales and Use Tax

Exemption Certificate for Occupancy By Government Employees

ST-129
(3/25)

This form may only be used by government employees of the United States, New York State, or political subdivisions of New York State.

Name of hotel, short-term rental unit operator, or booking service	Dates of occupancy From: To:	
Address *(number and street)* City State ZIP code		Country

Certification: I certify that I am an employee of the department, agency, or instrumentality of New York State, the United States government, or the political subdivision of New York State indicated below; that the charges for the occupancy of the above business on the dates listed have been or will be paid for by that governmental entity; and that these charges are incurred in the performance of my official duties as an employee of that governmental entity. I certify that the above statements are true, complete, and correct, and that no material information has been omitted. I make these statements and issue this exemption certificate with the knowledge that this document provides evidence that state and local sales or use taxes do not apply to a transaction or transactions for which I tendered this document, and that willfully issuing this document with the intent to evade any such tax may constitute a felony or other crime under New York State Law, punishable by a substantial fine and a possible jail sentence. I understand that the vendor is a trustee for, and on account of, New York State and any locality with respect to any state or local sales or use tax the vendor is required to collect from me; that the vendor is required to collect such taxes from me unless I properly furnish this certificate to the vendor; and that the vendor must retain this certificate and make it available to the Tax Department upon request. I also understand that the Tax Department is authorized to investigate the validity of tax exemptions claimed and the accuracy of any information entered on this document.

Governmental entity *(federal, state, or local)*	Agency, department, or division		
Employee name *(print)*	Employee title	Employee signature	Date prepared

Instructions

Who may use this certificate

If you are an employee of an entity of New York State or the United States government and you are on official New York State or federal government business and renting a room or rooms in a hotel or short-term rental unit, you may use this form to certify the exemption from paying state-administered New York State and local sales taxes (including the $1.50 unit fee in New York City).

New York State governmental entities include any of its agencies, instrumentalities, public corporations, or political subdivisions.

Agencies and instrumentalities include any authority, commission, or independent board created by an act of the New York State Legislature for a public purpose. Examples include:

- New York State Department of Taxation and Finance
- New York State Department of Education

Public corporations include municipal, district, or public benefit corporations chartered by the New York State Legislature for a public purpose or in accordance with an agreement or compact with another state. Examples include:

- Empire State Development Corporation
- New York State Canal Corporation
- Industrial Development Agencies and Authorities

Political subdivisions include counties, cities, towns, villages, and school districts.

The United States of America and its agencies and instrumentalities are also exempt from paying New York State sales tax. Examples include:

- United States Department of State
- Internal Revenue Service

Other states of the United States and their agencies and political subdivisions **do not** qualify for sales tax exemption. Examples include:

- the city of Boston
- the state of Vermont

To the government representative or employee renting the room or rooms in a hotel or short-term rental unit

Complete all information requested on the form. Provide the completed Form ST-129 to the hotel operator, short-term rental unit operator, or booking service upon booking or check in. You must also provide the operator or booking service with proper identification. Sign and date the exemption certificate. You may pay your bill with cash, a personal check or credit/debit card, or a government-issued voucher or credit card.

Note: If you stay at more than one location while on official business, you must complete an exemption certificate for each location. If you are in a group traveling on official business, each person must complete a separate exemption certificate and give it to the hotel operator, short-term rental unit operator, or booking service.

To the hotel operator, short-term rental unit operator, or booking service

Keep the completed Form ST-129 as evidence of exempt occupancy by New York State and federal government employees who are on official business and staying at your place of business. The certificate should be presented to you when the occupant checks in or upon booking.

The certificate must be presented no later than 90 days after the last day of the first period of occupancy. If you accept this certificate after 90 days, you have the burden of proving the occupancy was exempt. You must keep this certificate for at least three years after the later of:

- the due date of the last sales tax return to which this exemption certificate applies; or
- the date when you filed the return.

This exemption certificate is valid if the government employee is paying with one of the following:

- cash
- personal check or credit/debit card
- government-issued voucher or credit card

Do not accept this certificate unless the employee presenting it shows appropriate and satisfactory identification.

Note: New York State and the United States government are not subject to locally imposed and administered hotel occupancy taxes, also known as *local bed taxes*.

Misuse of this certificate

Misuse of this exemption certificate may subject you to serious civil and criminal sanctions in addition to the payment of any tax and interest due. These include:

- a penalty equal to 100% of the tax due;
- a $50 penalty for each fraudulent exemption certificate issued; and
- criminal felony prosecution, punishable by a substantial fine and a possible jail sentence.

Substantial penalties will result from misuse of this certificate.

Privacy notification

New York State Law requires all government agencies that maintain a system of records to provide notification of the legal authority for any request for personal information, the principal purpose(s) for which the information is to be collected, and where it will be maintained. To view this information, visit our website, or, if you do not have Internet access, call and request Publication 54, Privacy Notification. See Need help? for the Web address and telephone number.

Need help?

Visit our website at ***www.tax.ny.gov***

- get information and manage your taxes online
- check for new online services and features

Telephone assistance

Sales Tax Information Center:	518-485-2889
To order forms and publications:	518-457-5431
Text Telephone (TTY) or TDD equipment users	Dial 7-1-1 for the New York Relay Service

IRAN DIVESTMENT ACT

By submitting a bid in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, Bidder/Contractor (or any assignee) certifies that it is not on the "Entities Determined To Be Non-Responsive Bidders/Offerers Pursuant to The New York State Iran Divestment Act of 2013" list ("Prohibited Entities List") posted on the OGS website at: http://www.ogs.ny.gov/about/regs/docs/ListofEntities.pdf and further certifies that it will not utilize on such Contract any subcontractor that is identified on the Prohibited Entities List. Additionally, Bidder/Contractor is advised that should it seek to renew or extend a Contract awarded in response to the solicitation, it must provide the same certification at the time the Contract is renewed or extended.

During the term of the Contract, should Stevens Memorial Community Library receive information that a person (as defined in State Finance Law § 165-a) is in violation of the above-referenced certifications, the Library will review such information and offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment activity which is in violation of the Act within 90 days after the determination of such violation, then the Library shall take such action as may be appropriate and provided for by law, vile, or contract, including, but not limited to, seeking compliance, recovering damages, or declaring the Contractor in default.

Stevens Memorial Community library reserves the right to reject any bid, request for assignment, renewal or extension for an entity that appears on the Prohibited Entities List prior to the award, assignment, renewal or extension of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the Prohibited Entities list after contract award.

Stevens Memorial Community Library

CERTIFICATION OF COMPLIANCE WITH THE IRAN DIVESTMENT ACT

As a result of the Iran Divestment Act of 2012 (the "Act"), Chapter 1 of the Laws of 2012, provisions were added to the New York State Finance Law §165-a, and New York General Municipal Law §103-g. Pursuant to State Finance Law §165-a(3)(b), the New York State Office of General Services (OGS) maintains a Prohibited Entities List identifying persons and entities determined to be engaged in investment activities in Iran, as defined by law.

By submitting a bid in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, each Bidder/Contractor, any person signing on behalf of any Bidder/Contractor and any assignee or subcontractor and, in the case of a joint bid, each party thereto, certifies, under penalty of perjury, that once the Prohibited Entities List is posted on the OGS website, that to the best of its knowledge and belief, that each Bidder/Contractor and any subcontractor or assignee is not identified on the Prohibited Entities List created pursuant to SFL §165-a(3)(b). Additionally, Bidder/Contractor is advised that once the Prohibited Entities List is posted on the OGS website, any Bidder/Contractor seeking to renew or extend a Contract or assume the responsibility of a Contract awarded in response to this solicitation must certify at the time the Contract is renewed, extended or assigned that it is not included on the Prohibited Entities List.

During the term of the Contract, should Stevens Memorial Community Library receive information that a Bidder/Contractor is in violation of the above-referenced certification, the Library will offer the person or entity an opportunity to respond. If the person or entity fails to demonstrate that he/she/it has ceased engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, then the Library shall take action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages or declaring the Bidder/Contractor in default.

Stevens Memorial Community Library reserves the right to reject any bid or request for assignment a Bidder/Contractor that appears on the Prohibited Entities List prior to the award of a contract and to pursue a responsibility review with respect to any Bidder/Contractor that is awarded a contract and subsequently appears on the Prohibited Entities List.

I, _____, being duly sworn, deposes and says that he/she is the

_____ of the _____ and that neither the Bidder/Contractor nor any proposed subcontractor is identified on the Prohibited Entities List.

_____

Signature

Sworn to before me this

_____ day of _____, 20 ___

Notary Public: _____

NON-COLLUSION FORM

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty or perjury, that to the best of knowledge and belief:

1. The prices in this bid have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;

2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and

3. No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit, a bid for the purpose of restricting competition.

In compliance with his invitation for bids, and subject to the conditions thereof, the undersigned offers and agrees, if this bid is accepted within forty five (45) days from the date of opening, to furnish any and all of the items upon which prices are submitted.

Legal name of firm/corporation	Authorized Signature (IN BLUE INK)
Address	Typed Name
City/State/Zip	Title
Date	Telephone No. Fax No.

YOU MUST RETURN THIS FORM WITH YOUR BID

Stevens Memorial Community Library reserves the right to allow all municipal and not for profit organizations authorized under the General Municipal Laws of the State of New York, to purchase any goods and/or services awarded as a result of the bid in accordance with the latest amendments to NYS GML 100 through 104. However, it is understood that the extension of such contracts are at the discretion of the vendor and the vendor is only bound to any contract between Stevens Memorial Community Library and the vendor.