Policy Title	Procurement		
Approval Date	April 21, 2026	**Revision Date**	August 18, 2026
Related Policies	Collection Development		
Statutory Reference	RCW 27.12.210 RCW 39.04 (Public Works) RCW 39.12 (Prevailing Wages) RCW 39.80 (Architectural and Engineering Service)		
Purpose	The Lopez Island Library District ("LILD" or "Library") is committed to responsible stewardship of public funds. This policy establishes a framework for procuring goods, services, and public works in a manner that is fair, transparent, cost-effective, and compliant with applicable law. The policy is designed to promote public confidence, prevent favoritism or waste, and support the effective operation of the Library while preserving appropriate fiduciary oversight by the Board of Trustees (BoT).		

In the event of the amendment of any law, regulation, or ordinance incorporated into this policy or upon which this policy relies, the policy shall be deemed amended in conformance with those changes.

In cases where this policy conflicts with any local ordinance, state or federal law, the terms of that law, and its underlying rules or regulations shall prevail. In all other cases, Lopez Island Library District ("LILD" "Library") policies and practices prevail.

The Board reserves the right to change and/or modify this policy at any time, as circumstances dictate and in accordance with applicable law.

Policy:

1. Purpose. LILD is committed to responsible stewardship of public funds. This policy establishes a framework for procuring goods, services, and public works in a manner that is fair, transparent, cost-effective, and compliant with applicable law. The policy is designed to promote public confidence, prevent favoritism or waste, and support the effective operation of the Library while preserving appropriate fiduciary oversight by the BoT.

2. Guiding Approach. The Library seeks competition to the fullest extent practicable, recognizing that competition promotes both fiscal responsibility and public trust. Procurement decisions shall be guided by a balance of cost, quality, and availability, rather than price alone. All purchases must be consistent with the Library's adopted budget and operational needs.

At the same time, this policy recognizes the importance of efficiency and flexibility in a small, island-based public agency. The intent is to empower the Library Director to carry

out day-to-day operations without unnecessary delay, while ensuring transparency and accountability to the Board.

3. Scope of Policy. This policy applies to the procurement of public works, professional services, consultant and vendor services, and the purchase of goods, supplies, and materials.

This policy does not apply to the acquisition, sale, or lease of real property, nor to the purchase of library collection materials such as books, media, electronic resources, or Library of Things, which are guided by the Collection Development policy.
When a purchase is funded in whole or in part by a grant, the most restrictive applicable procurement requirements shall apply.

4. Legal Compliance. All procurement activity shall comply with applicable federal and Washington State law, including but not limited to RCW 27.12.210, RCW 39.04 (Public Works), RCW 39.12 (Prevailing Wages), RCW 39.80 (Architectural and Engineering Service), and related statutes. In the event of a conflict between this policy and governing law, the requirements of law shall prevail.

5. Roles and Responsibilities. The BoT establishes procurement policy and exercises fiduciary oversight on behalf of the public. The Board approves contracts and expenditures that exceed the authority delegated to the Library Director and receives regular information regarding procurement activity.

The Library Director is responsible for implementing this policy through administrative procedures, approving and executing procurements within delegated authority, ensuring compliance with law and policy, maintaining appropriate documentation, and keeping the BoT informed.

6. Types of Procurement. The Library recognizes that different forms of procurement are governed by different legal and practical considerations. For purposes of this policy, procurement generally falls into the following categories: public works projects; professional services; consultant services; and purchased goods and services (not including library materials). Procurement methods and approval requirements vary depending on category and dollar amount.

7. Approval Authority and Dollar Thresholds. To balance operational efficiency with BoT oversight, approval authority is divided between the Library Director and the BoT based on the total value of a contract.

The Library Director is authorized to approve and execute contracts with a total value of up to $25,000, provided the expenditure is included in an adopted budget or otherwise authorized, and the procurement complies with this policy and applicable law. This authority applies to purchased goods and services, consultant or professional services, and public works projects when permitted by law.

BoT approval is required for any contract exceeding $25,000, for any non-budgeted expenditure exceeding the Director's authority, for all formal competitive solicitations, and for sole source procurements exceeding $25,000.

Contract amendments may be approved by the Director only if the amended total contract value remains within the Director's authority. Amendments that cause a contract to exceed $25,000 require Board approval.

8. Competition and Procurement Methods. For purchases with a total value of $25,000 or less, no formal competitive process is required. The Director shall make a good-faith effort to obtain reasonable pricing and best value for the Library.

For purchases between $25,000.01 and $40,000, the Library shall use an informal competitive process. When practicable, this includes soliciting quotes or qualifications from at least three vendors or service providers. If fewer than three are available, the reasons shall be documented. BoT approval is required for any contract exceeding $25,000, for any non-budgeted expenditure exceeding the Director's authority, for all formal competitive solicitations, and for sole source procurements exceeding $25,000.

For purchases over $40,000, the Library shall use a formal competitive solicitation process, such as a Request for Proposals or Invitation to Bid, with BoT approval.

9. Public Works. Public works procurement shall comply with RCW 39.04 and RCW 39.12.

All public works projects must comply with prevailing wage laws. Depending on the size and nature of the project, the Library may use the small works roster, limited public works process, or formal competitive bidding, as permitted by law. Bonding, retainage, and any allowable waivers shall follow state law.

10. Professional Services. Architectural, engineering, and related professional services shall be procured in accordance with state and federal law. Selection shall be based on a combination of qualification, cost, and availability. The Library may maintain rosters of qualified firms and shall establish procedures for solicitation and selection consistent with law.

11. Exceptions to Competitive Procurement. Competitive procurement requirements may be waived when permitted by law, including in cases of emergency, sole source procurement, cooperative or interlocal purchasing agreements, grant-mandated vendors, or special market conditions.

Any exception to competition must be documented in writing, approved at the appropriate authority level, and reported to the BoT as part of regular procurement transparency.

12. Island Considerations. In implementing this policy, the Library acknowledges the unique challenges of operating on an island, including limited vendor availability, transportation constraints, weather-related disruptions, and supply-chain limitations. These factors may affect competition and timelines and may be considered when selecting

procurement methods, provided such considerations are lawful and documented.

LILD will make a good faith effort to implement this policy in a fair and consistent manner. The Director will establish administrative procedures necessary to implement this policy.