

SECURING CONTRACT WORK

POLICY

Any work deemed necessary, by the Board of Directors of the Edgerton Library, and expected to be performed outside the scope of Library staff will be tendered publicly for estimated costs.

Tendered bids will be considered without prejudice of submitting individual, or company, and lowest tenders will not necessarily be selected.

PROCEDURE

Library Manager, or designate, will publicly advertise a request for bids for a period of 2 weeks for any board approved projects.

A panel of 3, comprised of directors and library staff, will review tenders and make a recommendation to the board for approval.

No individual on the panel shall have a personal interest in, nor a familial connection to, any submitted bids.

Original: June 2020