

Kennebunk Free Library
Estimate Policy

Whenever possible, estimates shall be obtained for major building and equipment purchases, maintenance and repairs as follows:

1. At least two estimates shall be obtained for purchases or expenses in the \$5,000 to \$10,000 range. The Director shall have the sole discretion to choose the winning estimate for such purchases in this range.
2. At least three estimates shall be obtained for purchases or expenses over \$10,000. The Director and the relevant Standing Committee of the Board of Trustees shall make a recommendation to the full Board regarding which should be chosen as the winning estimate. The Board must approve the expenditure of funds for purchases or expenses over \$10,000.

The winning estimate for any purchase of any size may not necessarily be the lowest estimate. All factors relating to value such as, but not limited to, quality, reputation/references of the vendor, timing and availability should be considered.