

## Purchasing Policy (Bids/Quotations)

[30 ILCS 500/1 *et seq*]

**[NOTE: All “public works” contracts, including demolitions, regardless of monetary size or any bidding or no bidding requirements, MUST comply with the Prevailing Wage Act as well.]**

1. Purchases of the Library are governed by the State of Illinois statutes. The statutes [30 ILCS 500/1 *et seq*] currently require many contracts in excess of \$20,000 to be let by sealed bidding. It is the policy of the Library Board of Trustees to use, in addition to any statutory requirements, the most responsible business practices in its purchases. It is the policy that all purchases, contracts, and expenditure of funds shall be awarded to the lowest responsible bidder considering conformity with established specifications, terms of delivery, quality, and serviceability requirements. However, contracts which, by their nature, are not adapted to award by competitive bidding, are not subject to competitive bidding, including, but not limited to:
  - a. Contracts for the services of individuals possessing a high degree of professional skill where the ability of fitness of the individual plays an important part;
  - b. Contracts for the printing of finance committee reports and departmental reports;
  - c. Contracts for the printing or engraving of bonds, tax warrants, and other evidences of indebtedness;
  - d. Contracts for the maintenance or servicing of, or provision of repair parts for, equipment which are made with the manufacturer or authorized service agent of that equipment where the provision of parts, maintenance, or servicing can best be performed by the manufacturer or authorized service agent;
  - e. Purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and interconnect equipment, software, and services;
  - f. Contracts for duplication machines and supplies;
  - g. Contracts for utility services such as water, light, heat, or telephone;
  - h. Contracts for goods or services procured from another governmental agency;
  - i. Purchases of equipment previously owned by some entity other than the library itself;
  - j. Contracts for goods or services which are economically procurable from only one source, such as for the purchase of magazines, books, periodicals, pamphlets, and reports;
  - k. Contracts for emergency expenditures when the emergency expenditure is approved by 3/4 of the members of the Board of Trustees; and
  - l. Purchases as identified by this policy of less than \$20,000.
    - 1) The staff, as required by board directive, shall seek bids (or quotations if bids are not specifically required) from the widest possible array of contractors, suppliers, and material providers that time permits. This practice will produce the most competitive offers and terms available from the widest number of interested firms or individuals.

2. The Library may utilize a system of solicitation lists of the names, addresses, and phone numbers of the firms or individuals who have expressed an interest in being notified as to particular types of contracts, equipment, supplies, or materials which the Library seeks to purchase. The staff will add to each list of those expressing an interest, any firm or individual doing business which the staff determines should be added to such list. The staff may remove a firm or individual from a list for cause, with Board approval, or the firm or individual may request its removal.
  - a. The firms or individuals on any such lists will be solicited directly by the staff to bid or quote on appropriate purchases, in addition to the requirements of advertising or other public notification mandated. The Library shall, when advisable, publicize its system of lists so that any interested person or firm can ask to be added to the appropriate listing.
  - b. The inclusion of a firm or individual on a solicitation list shall not constitute any prequalification for bidding or release in any fashion the firm or individual from meeting any and all requirements set out in a particular contract, bid, quotation, or proposal. This system of solicitation lists is solely for purposes of supplementing the advertisement or notification requirements otherwise used, in order to avoid even the appearance of favoritism or lack of fair competition in the Library's purchases.
  - c. No commitment for expenditures of Library monies, except from the petty cash fund, shall be made without **[authorization] [a purchase order]** issued according to the following conditions:

**1) \$20,000 or More**

All expenditures of \$20,000 or more shall be made only with prior Board approval in the manner prescribed by State law and Board rules and regulations. Advertisements for sealed bids or requests for proposals will be properly handled through the public media. Sealed bids, based on authorized specifications, or requests for proposals shall be received at a public bid opening (see Administrative Procedure for details) and include all costs for labor and materials, Bid Bond, Performance Bond, and Certificate of Insurance. Bids will then be tabulated and submitted to the Board along with staff's recommendation for action. Formal contracts with appropriate signatures for both Board and Contractor are required.

**[NOTE: The amounts used here, other than the \$20,000 required bidding amount, are suggestions or examples NOT requirements. Depending on library size and Board policy, they may need adjustments for individual communities and libraries.]**

**2) Less than \$20,000 - More Than \$2,500**

All expenditures of less than \$20,000, but more than \$2,500, shall be made only with prior Board approval. Staff shall obtain at least three (3) formal written quotations with the Contractor's signature applied to be submitted to the Board. Administrative staff will also submit a recommendation for Board action.

**3) Less than \$2,500 - More Than \$500**

All expenditures of less than \$2,500, but more than \$500, for approved budget line items, can be made only at the discretion of the Library Director upon review of at least three (3) documented quotations received either in written form by the Contractor, by telephone, or by e-mail as submitted to the Library Director. Immediately following the preliminary purchasing decision, the Director shall notify the Board of the intended purchase in writing and the Director shall, except in cases of bona fide emergencies, wait seven (7) days before completing the purchase or committing thereto. During that period, any Board member who wishes to review the proposed purchase may call a special Board meeting by notifying the Board President and Director. The Board meeting is to review the proposed purchase with a view to completing it or rejecting it. In the event a special meeting is set, the Director shall not complete the purchase until after the Board meeting is conducted and then only in furtherance of the Board action on the purchase, if any.

**4) Less than \$500 – More Than \$250**

Expenditures of less than \$500, but more than \$250, for approved budget line items, can be made at the discretion of the Library Director. The Director shall be responsible for monitoring

and adhering to pertinent budget and obtaining proper quotations and shall notify the Board at its next meeting of the purchase.

**5) Less than \$250 – More Than \$1**

Expenditures of less than \$250, but more than \$1, for approved budget line items, or budget contingency items can be made at the discretion of the Library Director without bids or quotations.

**6) Emergency Expenditures**

a) Emergency expenditures over \$20,000 can be made only with the written approval of the Library Director and Board President and approved by three-fourths (3/4) majority of the members of the Board. The initial Board inquiry may be by phone, which is then to be ratified at the next Board meeting.

b) Emergency expenditures under \$20,000 can be made only with the written approval of the Library Director and Board President. No Board pre-approval is required but the emergency purchase should be reported at the next meeting of the Board.