

WEST CHICAGO PUBLIC LIBRARY DISTRICT

PURCHASING POLICY

I. Bidding and Bid Solicitation

Generally, Purchases of the District in excess of \$25,000 related to buildings and equipment are subject to competitive bids pursuant to the Public Library District Act of 1991 (75 ILCS 16/1-1 et. seq.).

For purchases not requiring competitive bids, the District may request proposals.

II. Exemptions from Bidding

The Public Library District Act (75 ILCS 16/40-45) exempts from a competitive bidding process the following:

- A. Contracts for the services of individuals possessing a high degree of professional skill where the ability or 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 all 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, movements, or installation of data processing equipment, software, or services and telecommunications and interconnect equipment, software, and services;
- F. Contracts for duplicating machines and supplies;
- G. Contracts for utility services such as water, light, heat, telephone or telegraph;
- 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; and
- K. Purchases as identified by this policy of less than \$25,000.
- L. Contracts for emergency expenditures when the emergency expenditure is approved by $\frac{3}{4}$ of the members of the Board.

III. Cooperative Purchasing

The District shall have the authority to join with other units of local government in cooperative purchasing plans when the best interests of the District would be served thereby.

The District may also participate in the Illinois Joint Purchasing Program.

- A. The Governmental Joint Purchasing Act authorizes certain governmental units to purchase personal property and supplies jointly with the State of Illinois (30 ILCS 525/0.01 et seq.).
- B. The State of Illinois, through the Department of Central Management Services Bureau of Strategic Sourcing (BOSS), will establish all rules, regulations and procedures in accordance with its policies and the law. It reserves the right to refuse any request for purchase if, in its opinion, pooling of a particular item or items is not beneficial or workable.
- C. Legal authority must exist for governmental units to make purchases from contracts issued by the State of Illinois. Official action must have been taken by the governing body of the unit authorizing its purchasing officials to participate in such a program.
- D. The ordinance or resolution passed by the governing body of the governmental unit MUST be sent to the Joint Purchasing Coordinator, Department of Central Management Services, 804 Stratton Office Building, 401 South Spring Street, Springfield, IL 62706. The official action shall be held in force until such time as it is withdrawn in writing.

IV. Authorized Expenditures by Library Director

No commitment for expenditures of District monies shall be made without authorization issued according to the following conditions:

- A. Above \$7,500 but less than \$25,000

All expenditures above \$7,500 and less than \$25,000 shall be made only with prior Board approval. Upon the Library Director's request, the Board will determine whether the Director should request proposals. If the Board determines proposals to be necessary, written

quotations with the Contractor's signature applied and Performance Bond (if appropriate) will be submitted to the Board with a recommendation for Board action.

- B. With regard to the purchase of library insurance policies, the Finance Committee will choose an insurance broker.
- C. The Board authorizes the Library Director to select the least expensive utility option offered and report the price and selection to the Board at the next regular board meeting.
- D. \$7,500 or Below

All expenditures of \$7,500 or less can be made at the discretion of the Library Director. The Library Director will notify the board at the next scheduled board meeting of purchases of \$7,500 or less.

The District shall periodically evaluate vendor service and performance. Continued engagement must be earned and maintained by satisfactory performance and competitive pricing. Approved budget line items or budget contingency items can be made at the discretion of the Library Director without quotations.

V. Emergency Expenditures

Emergency expenditures over \$7,500 but less than \$25,000 can only be made with the approval of the Library Director and Board President or his designee.

Emergency expenditures \$7,500 or below can be made with the approval of the Library Director.

The Library Director shall notify the Board at its next meeting of any emergency purchase.

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