

PURCHASING

It is the policy of the Board of Education that the Superintendent seek price quotations on purchases of more than ~~\$5,000~~ **\$10,000** for a single item, except in cases of emergency or when the materials purchased are of such a nature that price negotiations would not result in a savings to the District, or would not be compatible with current equipment and systems.

When the purchase of, and contract for, single items of supplies, materials, or work or contracts with private carriers for transportation of students exceeds the amount designated by statute, the Superintendent **or designee** shall obtain competitive bids, except with respect to the exceptions outlined in the Illinois School Code, 105 ILCS 5/10-20.21.

Bids shall be sealed and shall be opened by the Superintendent **or designee** at a public bid opening, at which the contents of the bids must be announced. All orders or contracts should be awarded to the lowest responsible bidder, however, consideration can be given to:

- A. the quality and serviceability of the item(s) to be supplied;
- B. its conformity with specifications;
- C. suitability to the requirements of the District;
- D. delivery terms;
- E. past performance of the vendor
- F. financial status of bidder;
- G. bidder's reputation.

The Board reserves the right to reject any and all bids.

Contracts can be awarded by the Superintendent or designee without Board approval for any single item or group of identical items costing less than \$25,000. All other contracts require Board approval prior to purchase.

The Board shall be informed of the terms and conditions of all competitive bids and shall award contracts as a consequence of such bids.

In the event that the District enters into a public works contract that is not procured in accordance with the Illinois Procurement Code and the State Finance Act, and authorizes or necessitates any increase in the contract price ***or the price of a subcontract under the contract*** that is fifty percent (50%) or more of the original contract ***or subcontract***, then that portion of the contract that is covered by the change order must be resubmitted for bidding in the same manner used to the procured original contract ***or subcontract***.

Bidding for the portion of the contract covered by the change order is subject to all requirements imposed by law.

The Superintendent ***or designee*** is authorized to purchase all items within budget allocations.

The Superintendent ***or designee*** is authorized to make emergency purchases, without prior approval, of those goods and/or services needed to keep the schools in operation. Such purchases shall be brought to the Board's attention at the next regular meeting.

In the interests of economy, fairness, and efficiency in its business dealings, the Board requires that:

- A. items commonly used in the various schools or units thereof, be standardized whenever consistency with educational goals can be maintained;
- B. opportunity be provided to as many responsible suppliers as possible to do business with the School District;
- C. a prompt and courteous reception, insofar as conditions permit, be given to all who call on legitimate business matters;
- D. where the requisitioner has recommended a supplier, the Superintendent may make alternate suggestions to the requisitioner if, in his/her judgment, better service, delivery, economy, or utility can be achieved by changing the proposed order;
- E. upon the placement of a purchase order, the Superintendent shall commit the expenditure against a specific line item to guard against the creation of liabilities in excess of appropriations.

The Superintendent shall determine the amount of purchase which shall be allowed without a properly signed purchase order. Employees may be held personally responsible for anything purchased without a properly signed purchase order or authorization.

The District may acquire office equipment as defined in law by lease, by installment payments, by entering into lease-purchase agreements, or by lease with an option to purchase, provided the contract sets forth the terms of such a purchase.

105 ILCS 5/10-18, 5/20.21

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