

FLOSSMOOR PUBLIC LIBRARY PURCHASING POLICY

Under the direction of the Library Board of Trustees, the Library Director or designee shall have the authority to purchase or lease products or services that provide the best and most efficient public library services possible. This authority granted provides that the amount budgeted for any such expense line of the budget shall not exceed ten percent (10%) without prior approval of the Board of Trustees. Additionally, all "public work" contracts, regardless of size, bidding or no bidding requirements, must comply with the Prevailing Wage Act (820 ILCS 130/1 et seq).

In accordance with Chapter 75 ILCS 5/5-5 and except as otherwise provided, all orders or contracts for products and services, which are twenty-five thousand dollars (\$25,000) or more; shall be let by free and open competitive bidding to the lowest responsible bidder, with consideration to durability/quality, experience, general reputation, delivery and service capability, and best interests of the library. Advertisements for sealed bids or requests for proposals will be properly handled through the public media. Sealed bids based on authorized specifications, or request for proposals shall be received at a public bid opening and include all costs for labor and materials, Bid Bond, Performance Bond, Certificate of Insurance and other required documents. Bids are to be tabulated and submitted to the Board; along with the staff recommendation for action. Formal contracts with appropriate signatures for both Board and Contractor are required.

All purchases or contracts for products and services less than twenty-five thousand dollars (\$25,000) but more than ten thousand dollars (\$10,000) may be made in the open market, without the above competitive bid requirements. Attention should be given to the lowest possible cost, consistent with needs of the user departments with regard to durability, performance, prior experience, delivery and service capability. Whenever possible, products and services are to be based on at least three (3) written competitive proposals obtained by direct mail, telephone, fax, online communication or from the vendor's price lists or other quote information. Library Administration staff shall submit a recommendation for Board approval/action.

Purchases and services which are ten thousand dollars (\$10,000) or less may be made with attention to the lowest possible cost, consistent with needs of the user departments with regard to durability, performance, prior experience, delivery and service capability. The Library Administration staff shall be responsible for monitoring and adhering to pertinent budget parameters and, where possible, should obtain a minimum of two written proposals or two documented price quotes.

As stated in 75 ILCS 5/5-5, there are contracts, which by their nature, are not adapted to award by competitive bidding and are not subject to competitive bidding; including, but not limited to:

Contracts for the services of individuals possessing a high degree of professional skill, where ability and fitness plays an important part such as with attorneys, architects, consulting services, etc., may be made by obtaining written proposals instead of competitive bidding. When such written proposals equal or exceed twenty-five thousand dollars (\$25,000), the Board will be asked to waive bids and approve entering into the contract.

Contracts for library materials, utilities, emergency services or that which are only available from a single source. Contracts equal or in excess of twenty-five thousand dollars (\$25,000) shall be presented to the Board requesting approval to waive bids and grant approval to enter into a formal contract.

The Library shall have the authority to join with other units of local government in cooperative purchasing plans when the best interests of the Library would be served. The Library may also participate in the Illinois Governmental Joint Purchasing Program pursuant to 30 ILCS 525/0.01 and/or the Cooperatives and Consortiums approved for use by the State of Illinois Unified Procurement Program.

Adopted by the Library Board of Trustees: January 12, 2021
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