

Operational Services

Purchases

All purchases and contracts shall be entered into in accordance with State law and Federal law and statutes including the Stevens Amendment. All contracts for supplies, materials, or work involving an expenditure in excess of \$25,000 shall be made in accordance with the State law bidding procedure, unless specifically exempted. Sealed, competitive bidding, with certain statutory exceptions, is required. The Superintendent or designee shall prepare the necessary legal notices. The contract will be awarded to the lowest responsible bidder, considering conformity with specifications, delivery terms, quality, and serviceability. The Superintendent or designee shall report the results of the bidding to the Board of Education, together with a recommendation and supporting rationale. Contracts will be awarded by the Board of Education at an official meeting. Bid deposits of 10 percent of the bid amount, assuring good faith in bidding, and performance bonds to the extent of 100 percent of the contract amount, may be required.

Except in cases of urgent necessity, all purchases of \$25,000 or less but more than \$5,000 shall be made by securing sealed bids, or written or oral quotations from at least three available competitors. In cases where this is not feasible, a written record shall be filed stating the reason for securing fewer than three bids or quotations. Bids and quotations secured in this manner shall be tabulated and submitted to the Board of Education for approval with recommendations from the administration.

At each Board of Education meeting, a report shall be submitted to the Board for its information, listing all purchase orders issued in excess of \$2,500 for which bids or quotations were not obtained and the reason therefore.

Contracts for repair, maintenance, remodeling, renovation or construction or a single project involving an expenditure not to exceed \$50,000 and not involving a change or increase in the size, type or extent of an existing facility do not need to be submitted.

Illinois Human Rights Act - Every contract to which the school district is a party shall be conditioned upon the requirements that the supplier of the materials or services of the contractor and his subcontractors, and all labor organizations furnishing skilled, unskilled, and craft union skilled labor, or who may perform any such labor or services, as the case may be, shall not commit any civil rights violation as defined by the Human Rights Act of the State of Illinois (Ch. 68, 1-101) and Title VII of the 1964 Civil Rights Act (42 U.S.C. 2000e), and shall comply with the Equal Employment Opportunity Clause promulgated by the Illinois Department of Human Rights. If federal funds are used for the purchase of any services or materials, then the contractor is also required to comply with Section 504 of the Rehabilitation Act. (29 U.S.C. §794), the Equal Pay Act (29 U.S.C. §206) and 18 U.S.C. §874.

The Superintendent shall develop procedures which will allow the purchase of good quality products and services at the lowest cost, with consideration for service, quality, equal opportunity and delivery promptness, and in compliance with State law.

LEGAL REF.: 105 ILCS 5/10-20.21.

CROSS REF: 4:50 (Payment Procedures), 4:55 (Use of Credit and Procurement Cards), 4:65 (Review and Approval of Purchases and Travel)

ADOPTED: July 18, 2005

REVISED: March 4, 2008 November 3, 2008 December 1, 2008, September 28, 2015