

## **Operational Services**

### **Purchases**

Adoption of the annual budget authorizes the Superintendent or a designee to purchase budgeted supplies, equipment, and services.. Purchases of items not included in the budget require prior Board of Education approval, except in an emergency. When funds are expended in an emergency, such expenditure shall be approved by 3/4 of the members of the Board.

All contracts for supplies, materials, or work involving an expenditure in excess of \$10,000 shall be made in accordance with the State law bidding procedure, unless specifically exempted as described in the following paragraph. Sealed, competitive bidding, with certain statutory exceptions, is required. The Superintendent or a 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 a 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.

Contracts for repair, maintenance, remodeling, renovation, or construction, or a single project involving an expenditure not to exceed \$20,000 and not involving a change or increase in the size, type, or extent of an existing facility do not have to comply with the State law bidding procedures outlined above.

Notwithstanding any other provision in this policy, all contracts and agreements for goods and services that are intended to generate revenue and other remunerations for the District in excess of \$1,000, including without limitation vending machine contracts, sports and other attire, class rings, and photographic services, shall be approved by the Board of Education. Concerning these contracts and agreements, the Superintendent of designee shall keep a record of:

1. Each vendor and the product or service provided;
2. The actual net revenue and non-monetary remuneration from each contract or agreement; and
3. For what purpose the revenue was used and how and to whom the non-monetary remuneration was distributed.

The Superintendent or designee shall report this information to the Board by completing the necessary forms that must be attached to the District's annual budget.

The purchase of goods and services by any individual employee, department, or facility for any educational use shall be made through the business office using a District purchase order.

All purchases in excess of \$5,000 require that a minimum of two quotes be obtained.

Nothing contained herein shall preclude the decision to bid if it is deemed by the Superintendent or designee that it is in the best interest of the District.

The Superintendent shall develop procedures for purchases in excess of \$10,000.00 and for purchases \$10,000.00 or less which will allow the purchase of good quality products and services at the lowest cost, with consideration for service quality and delivery promptness, and in compliance with State law.

LEGAL REF.: 105 ILCS 5/10-20.21 [Ill. Rev. Stat., ch. 122, ¶ 10-20.21].

Adopted: October 11, 1995

Amended: May 2002

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