



PURCHASING POLICY

Under the direction of the Library Board of Directors, the Executive Director of the Library or designee shall have the authority to purchase or lease products or services to provide the best and most efficient public library services possible, provided that the amount budgeted for any such expense line of the budget shall not be exceeded without prior approval of the Library Board.

In accordance with Chapter 75 ILCS 5/5-5 and except as otherwise provided, all purchase orders or contracts for products and services in excess of twenty-five thousand dollars (\$25,000) shall be let by free and open competitive bidding, after newspaper advertisement, to the lowest responsible bidder, or any other bidder determined by the Library Board to be in the best interest of the Library.

All purchase orders or contracts for products or services less than twenty-five thousand dollars (\$25,000) but more than five thousand dollars (\$5,000) may be made in the open market without newspaper advertisement and without the above competitive bid requirements, but shall, whenever possible, be based on at least three (3) written competitive proposals obtained by direct mail, telephone, fax, online communication or from vendor's price lists or other quote information.

Purchases and services less than five thousand (\$5,000) 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. Where possible, three (3) written proposals or three (3) documented price quotes will be obtained.

Contracts for the service of individuals possessing high degree of professional skill, where ability and fitness of the individual plays an important part, such as with consulting services, may be by obtaining written proposals instead of competitive bidding. When such written proposals exceed \$25,000, the Library Board will be asked to waive bids and approve entering into the contract.

Contracts for library materials, utilities, emergency services, data processing and telecommunications equipment, software and services, duplicating machines and supplies, and any other contract as defined by Public Act 100-0338 or that are only available from a single source are not adaptable to award by competitive bidding and shall not be subject to the competitive bidding policy. However, such contracts in excess of \$25,000 shall be presented to the Library Board requesting approval to waive bids and approval to enter into a formal contract. In addition, any payment to any vendor of \$25,000 or more shall be presented to the Library Board for prior approval.

Approved by the Library Board of Directors September 26, 2018