

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 School Board approval, except in an emergency.

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 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 School Board, together with a recommendation and supporting rationale. Contracts will be awarded by the School Board 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.

When presenting a contract or purchase for Board approval, the Superintendent or designee shall ensure that it complies with applicable State law, including but not limited to, those specified below:

1. Supplies, materials, or work involving an expenditure in excess of \$25,000 must comply with the State law bidding procedure, 105 ILCS 5/10-20.21, unless specifically exempted.
2. Construction, lease, or purchase of school buildings must comply with State law and Board Policy 4:150, *Facility Management and Building Programs*.
3. Guaranteed energy savings must comply with 105 ILCS 5/19b-1 et seq.
4. Third party non-instructional services must comply with 105 ILCS 5/10-22.34c.
5. 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, must comply with 105 ILCS 5/10-20.21. The Superintendent or designee shall keep a record of: (1) each vendor, product, or service provided, (2) the actual net revenue and non-monetary remuneration from each contract or agreement, and (3) how the revenue was used 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.
6. The purchase of paper and paper products must comply with 105 ILCS 5/10-20.19c and Board policy 4:70, *Resource Conservation*.

The Superintendent or designee shall execute the reporting and website posting mandates in State law concerning District contracts, including, but not limited to: (a) listing expenditures as required in the Annual Statement of Affairs (105 ILCS 5/10-17, www.isbe.state.il.us/sfms/afr/asp.htm); (b) listing on the District's website all contracts in excess of \$25,000 (105 ILCS 5/10-20.44, added by P.A. 95-707); (c) posting on the District's website, on or before October 1 of each year, an itemized salary compensation report for administrators and any contract with an exclusive bargaining representative (105 ILCS 5/10-20.46, added by P.A. 96-434); and (d) annually reporting to ISBE, on or before July 1, the salaries and benefits for administrators and teachers (105 ILCS 5/10-20.46, amended by P.A. 96-266).

LEGAL REF.: 105 ILCS 5/10-20.21, 5/10-20.19c, 5/10-22.34c, and 5/19b-1 et seq.;
820 ILCS 130/0.01 et seq.

CROSS REF: 4:150 (Facility Management and Building Programs)

Adopted: April 25, 1996

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