

Purchasing Policy - Plano, Illinois

Departmental Purchasing:

Each Department Head and/or Superintendent are hereby designated as the departmental purchaser. The Department Head and/or Superintendent shall be responsible for ensuring proper purchasing procedures are followed, that sufficient funds are budgeted for any and all purchases, and that required documentation is kept in the City's Accounts Payable files.

The Finance Committee shall be responsible for reviewing all purchases, ensuring that purchasing procedures are followed and all required supporting documentation has been completed. The Finance Committee shall also be responsible for monitoring purchases and bringing to the attention of the Council, at the committee reports section during the council meeting, any purchases or purchasing practices that may be considered unethical, improper, in violation of the stated procedures, or could be construed as a conflict of interest.

The Finance Committee shall have the authority to reject any purchases that are not completed according to the stated procedures, or return to the Department Head or Superintendent any purchases that require additional attention. Any questions or instances not addressed by this policy shall be referred to the Finance Committee to determine if the City Council should amend this policy.

Any State or Federal law that is more restrictive than this policy shall supersede the affected portion of this policy.

Purchasing Guidelines:

The following guidelines shall apply to purchases of items that have been approved, either generally or specifically, in the budget.

A. Purchases of Less Than \$1,000.00—Require Department Head or Superintendent Approval. Purchases in this category may be made by the Department Head or Superintendent. Such purchases do not require competitive proposals. However, the Department Head or Superintendent should ensure, when possible, that such items are acquired at the lowest possible price, considering all relevant factors.

B. Purchases Between \$1,001 and \$14,999.99—Require Department Head or Superintendent Approval AND must be Co-Signed by the Mayor, Finance Committee Member, or City Clerk. Purchases in this category may be made by the Department Head or Superintendent. Such purchases do not require competitive proposals. However, the Department Head or Superintendent should ensure, when possible, that such items are acquired at the lowest possible price, considering all relevant factors.

C. Purchases Between \$15,000 and \$24,999.99—Require City Council Approval. Purchases in this category require approval of the City Council, after soliciting different proposals. If unable to solicit different proposals, the member seeking authorization for the purchase must document the attempts made to obtain them. Proposals must be submitted in writing and discussed at the proper committee levels.

D. Purchases Over \$25,000—Require City Council Approval. Purchases in this category must be approved by the City Council, and normally require at least three written proposals. In addition, Public Works contracts, public improvement contracts, and the purchase

of supplies over \$25,000 are subject to formal bidding procedures as required and permitted by statute (65 ILCS 5/8-9) and authorized by municipal code. If any item to be purchased is budgeted, then said items over \$25,000 need NO council permission to go out for bid. The City Council shall have the authority to award contracts within this category.

Exceptions/Deviations from the Stated Purchasing Policy:

The following situations may require deviation from the stated policy. All such deviations shall be approved by the City Council.

A. Sole Source Purchases: In the event there is only one acceptable vendor capable of furnishing a particular service or commodity, the Department Head or Superintendent shall be authorized to approve such purchase pursuant to the dollar limit guidelines noted above in the **Purchasing Guidelines**. The Department Head or Superintendent shall be required to document the reasons why there are no other vendors capable of supplying the service or commodity. The City Council shall have the authority to require additional proposals if these reasons are not sufficient to warrant a sole source purchase, and shall consult with the Department Head or Superintendent as necessary.

B. Emergency Purchases: Emergencies are defined as events or circumstances that could not have been foreseen and where immediate action is necessary to safeguard the public's health, safety, and welfare, provide emergency assistance as needed, protect property, remediate situations that may cause public harm, and other situation where timing is critical. When an emergency condition exists that requires a public works or public improvement contract, or purchase of supplies, the Department Head or Superintendent will notify the Mayor. Upon concurrence from the Mayor that an emergency condition exists, the Department Head or Superintendent will have authorization to expend funds over and above their normal authority to alleviate the emergency (if the matter must be reasonably addressed before approval can be sought from the City Council). If the Mayor cannot be reached and immediate action is required, the Department Head or Superintendent will be authorized to enter into emergency purchases— with notification to the Mayor as soon as practicable.

During an emergency, the Mayor may delegate specific authority to Department Heads and Superintendents to expend funds in order to prevent or alleviate the emergency condition(s). Documentation of the emergency and the need for immediate action shall be transmitted to the City Council as soon as practicable, along with information regarding expenditures that have been made. The Mayor will provide updates to the City Council (when prudent and practicable to do so) as the event continues. In the event that a situation has been determined to be an emergency, the City Treasurer will be notified in order to ensure that funds are available and to facilitate payment to contractors if necessary. Such emergency purchase must be retroactively approved by City Council.

C. Waiving of the Competitive Bidding Procedure: Requests for bid waivers may be made only when goods sought are proprietary, when the services require a high degree of creative input, judgement, design, or discretion from the person providing the services, where standardization is necessary or desirable, in emergencies (as described elsewhere in this policy), or if determined to be in the best interests of the City. *These bid procedures may be waived by the City Council, per statute, by a two-thirds vote of all alderpersons holding office.* All requests for waiving the competitive bidding process for purchases over \$25,000 must be approved by the City Council.

Any and all policies, ordinances and resolutions of the City of Plano found to be in conflict with the provisions of this policy, in whole or in part, are hereby repealed.