

TITLE: Purchasing Policy  
POLICY NUMBER: 400  
EFFECTIVE DATE: 01/15/2020  
REVIEW DATE: January 2022  
SUPERSEDES POLICY NUMBER: none

1. Purpose: This policy applies to all purchases and commitments requiring an expenditure of funds under the control of the Board of Trustees of the Waukegan Public Library. All purchases and commitments for goods or services require approval of the Board unless specifically exempted in this policy statement.
2. The Executive Director or his designate is hereby authorized to act as agent of the Board in purchasing goods and services for the Library. This authorization is limited as follows:
  - A. Purchases in excess of amounts allocated in the budget shall be approved in advance by the Board.
  - B. Purchases for goods or services in excess of \$10,000 shall be approved in advance by the Board, with the exception of library books and materials.
  - C. Purchases of goods or services in excess of \$10,000 required during the construction or remodeling of a library building shall be done by bid according to Illinois Library Act. (Section 5-5)
  - D. Bids are not required for the following:
    - a. Salaries and wages of employees.
    - b. Library materials
    - c. Goods or services which are economically procurable from only one (1) source
    - d. Professional, technical or artistic skill services
    - e. Maintenance or service contracts for equipment where the work will be best performed by the manufacturer or its authorized agent.
    - f. In emergencies, when immediate repair to or replacement of equipment owned by the library is necessary in order to permit the Library to function and its regular services to be performed
  - E. Solicitation for bids shall be in conformance with the accepted business practices. The method of solicitation shall be as follows:
    - a. A "call for bids" shall be prepared and mailed to at least four (4) qualified suppliers. Notice of the availability of such "call for bids" to all interested persons shall be published in at least one (1) local newspaper at least one (1) time.
    - b. Qualified suppliers should be selected with consideration given to such factors as prior experience, accessibility and general reputation.
    - c. The "call for bids" shall describe in detail the required qualifications for bidders, specifications for the goods or services to be supplied, terms of delivery, draft of the contract (if applicable), need for performance bond (if applicable),

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requirements for samples (if applicable), the form in which to submit the bid, any other conditions, and the time and place for opening bids.

- d. RFP's are acceptable for specialized purchases and require the same conformance as above, with the exclusion of publication in a local newspaper.

F. Citations and Related References: None.

G. Enactment: By the enactment of this policy, the Board of Trustees of the Waukegan Public Library concurrently rescinds any prior policy or procedure within the Library that is either in conflict with or expansive of the matters addressed in this policy.

Adopted by the Waukegan Public Library Board of Trustees, January 15, 2020.

\_\_\_\_\_  
President, Waukegan Public Library Board of Trustees

\_\_\_\_\_  
Date