

**LISLE TOWNSHIP
ORDINANCE NO: 2017-5**

AN ORDINANCE ADOPTING A PURCHASING POLICY

WHEREAS, Lisle Township (“Township”) is a unit of local government operating pursuant to the provisions of the Illinois Township Code (60 ILCS 1/1-1, et seq.); and

WHEREAS, the Township desires to adopt a policy for the purchasing of goods and services that is consistent with the provisions of the Township Code and related legal requirements, while also allowing the Township to timely and efficiently process such purchases; and

WHEREAS, the Township desires to authorize certain Township officials, as more fully set forth in the Purchasing Policy attached hereto as Exhibit A, to purchase goods and services up to specific amounts without the need for prior approval from the Township Board of Trustees.

NOW, THEREFORE, BE IT ORDAINED by the Supervisor and Board of Trustees of Lisle Township, DuPage County, Illinois as follows:

SECTION ONE: The Supervisor and Board of Trustees finds the foregoing recitals to be true and correct and hereby incorporate them as its legislative findings as though fully set forth herein.

SECTION TWO: The Supervisor and Board of Trustees hereby approve and adopts the Purchasing Policy attached hereto as Exhibit A.

SECTION THREE: Severability. The various provisions for this Ordinance are to be considered severable and if any part or portion of this Ordinance be held invalid by any Court of competent jurisdiction, such decision shall not affect the validity of the remaining provisions of this Ordinance.

SECTION FOUR: Effective Date. This Ordinance shall be in full force and effect upon its passage and approval.

ROLL CALL VOTE:

AYES: _____

NAYS: _____

ABSENT: _____

PASSED this ___th day of _____ 2017.

APPROVED this ___th day of _____ 2017.

Lisle Township

Mary Jo Mullen, Supervisor

ATTEST:

Robert Klaeren, Township Clerk

EXHIBIT A
LISLE TOWNSHIP PURCHASING POLICY

LISLE TOWNSHIP PURCHASING POLICY

I. Statement of Purpose

The purpose of this Policy is to provide the Lisle Township (“Township”) with guidelines and directions for the acquisition of goods and services, while respecting the statutory powers and functions of the Supervisor, Assessor and Highway Commissioner. The Township Board has adopted this as Township policy by resolution.

All Township personnel and officials engaged in purchasing and related activities on behalf of the Township shall conduct themselves in a manner above reproach in every respect. Township employees and officials shall strive to ensure that public money is spent efficiently and effectively and in accordance with statutes, regulations and township policies.

This Policy is designed to be a document for reference for all purchasing practices. If there are any further detailed questions about purchasing agreements, an official employee may contact the Township Supervisor. This Policy will be modified from time to time to conform to changes in any applicable legislation, technology or preferred practices.

II. Authorization of Township Purchases

All purchases for goods or services made by Township officials and employees must be made in accordance with this Policy. All purchases for goods or services shall require advance approval of the appropriate Township official or employee, or the Township Board, within the guidelines described below.

All purchases of goods or services must correspond with a specific line item in the Township’s approved Budget and Appropriation Ordinance for that fiscal year. No purchase of goods or services may be made unless sufficient funds remain in the appropriate line item for that fiscal year.

No agreement for the purchase of goods or services may provide for a term that extends beyond the current fiscal year in which the agreement is entered into, except as may be approved by the Township Board and in compliance with State law.

The Township Board recognizes that the Supervisor, Assessor and Highway Commissioner are required, by law, to perform certain functions and need a certain level of autonomy to perform those functions, subject to living within the budgetary constraints set by the Township Board. To permit those officers to run their respective offices and perform their duties, they will not be required to bring every purchase or contract to the Township Board prior to committing to the contract or expenditure. All bills will be

presented to the Township Board for approval. However, these officers will follow these limits:

Dollar Limits	Required Approval
\$00.01 to \$19,999.99	The Supervisor, Assessor or Highway Commissioner can commit to the expenditure or make a purchase if there are sufficient funds in their budgets and the purchase is within their statutory authority. The warrants for their purchases will be presented to the Township Board for approval. These officers will forward copies of any contracts they enter into to the Township Clerk.
\$20,000 and Above	The Township Board will approve the expenditure or contract (subject to competitive bidding, if applicable).

III. Pricing Requirements

The Township policy is to obtain the most cost effective price available for purchases through competitive pricing. In most circumstances, the following guidelines will determine the level of pricing for required purchases:

Dollar Limits	Requirements
\$1,000 or less	Verbal quotes are sufficient
\$1,001 to \$10,000	Minimum of 2 written quotes
\$10,001 to \$20,000	Minimum of 3 written quotes
Greater than \$20,000	A formal RFP (Request for proposal) and/or competitive bid may be required in accordance with State Law.

All purchases of goods and services exceeding \$20,000 that are required by law to be competitively bid shall be subject to a competitive bidding process, unless otherwise exempt from such requirements under applicable law. All formal bids, RFP's, or RFQ's are to be coordinated from the Office of the Township Clerk in consultation with Supervisor and legal counsel.

Township purchases are not subject to sales tax; therefore, employees shall make efforts to inform vendors of the Townships tax exempt status and to ensure that sales tax is not paid for purchases made with petty cash or credit cards.