

Washington Township Purchasing and Bid Policy

PURPOSE: This policy controls the expenditure of funds for supplies, parts, repairs, service, training, and equipment for the normal and routine operation of Washington Township of Beecher, including all contracted outside services.

Routine Purchases

The Township Supervisor is the purchasing agent for Washington Township (“the Township”). He/she may make or authorize routine purchases of **\$2,500** or less and shall approve and sign all purchase orders.

1. Every reasonable attempt must be made to ensure that purchases are being made in a manner that ensures that the Township is receiving the best value for the money being expended.
2. Department Heads are authorized to spend up to \$500.00 without prior approval of the Supervisor, provided that the funds are available pursuant to the approved Department budget.
3. In emergencies, when necessary to protect the health, welfare, safety, and well-being of the community, the Supervisor may make or authorize any expenditure higher than **\$2,500**, after receiving the consent of at least one Trustee.
4. All purchases of goods or services in an amount higher than **\$2,500**, and all contracts for recurring services, must abide by the bid policy as set forth below.
5. All purchases of goods and services in an amount higher than **\$2,500** (except as noted in paragraph 3 above), and all contracts for recurring services must be approved by the Township Board of Trustees (“Township Board”).

Bids

Bids for goods and services must be solicited and requests for proposals prepared under the following circumstances:

- All contractors or vendors providing services to Washington Township **MUST** provide the Township with a current “Certificate of Insurance”.
- **\$2,501.00 - \$5,000.00**: At least two quotes must be obtained, however, these quotes may be solicited. Publication of a Notice to Bidders is not required and the bids do not have to be sealed.
- **\$5,001.00 - \$29,999**: A request for proposals must be prepared and bids must be obtained. A Notice to Bidders will be required to be published in the Township’s local newspaper and the bids do not have to be sealed. Bids may be solicited.

- **\$30,000.00 and above**: A request for proposals must be prepared and bids must be obtained. A “Notice to Bidders” is required to be published in the Township’s newspaper(s) of record. The bids must be sealed. All vendors providing labor must conform to the current provisions of the “Prevailing Wage Act”.

Note: IL Public Act 605 ILCS 5/6-201.7 still requires **Road Districts** to receive bids on all projects or services over **\$20,000**.

Bids for recurring services must be solicited and requests for proposals prepared for all contracted services, including professional services, with the following requirements:

- All contracts must cover a **minimum one-year period** and include costs in increments reflecting each Township fiscal year of the contract.
- If the term of a service contract is expected to be less than **one** year, then the contract would cover the expected term.
- All contracts must contain the clause that the Township may terminate the contract with or without cause at any time, upon written thirty (30) day notice, and that the contractor must turn over any files and information in their possession to the Township Supervisor at the end of that thirty-day period. The contract may also contain the clause that the contractor may terminate the contract with or without cause at any time, upon written (60) day notice, under the same conditions.

Bids will be opened on the date specified in the request for proposals. The Clerk will open the bids at the Washington Township Center, in the regular business office.

The Township Board will use a roll-call vote when awarding a bid.

The Township Board is not required to accept the lowest bid, and every effort will be made to award bids to local bidders.

If the Township Board decides that the bid process will be **under a specified amount** in each situation, they may waive the requirements of this policy on a majority, roll-call vote. A majority shall consist of four or more affirmative votes.

This policy will be in effect upon adoption by the Township Board and will remain in effect until rescinded by the Township Board. Revisions or amendments must be approved by the Township Board and must be recorded in writing and maintained with this original policy by the Township Clerk. The Clerk will provide this policy, and all subsequent amendments, to all Township Board members Officials and Department Heads.