

OPERATIONAL SERVICES

PAYMENTS AND EXPENDITURES - PURCHASES AND CONTRACTS

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 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.

The Superintendent shall develop procedures which will allow the purchase of good quality products and services at the lowest cost, with consideration for service, quality, and delivery promptness, and in compliance with State law.

The School Board must approve all contracts and agreements that pertain to goods and services and that are intended to generate additional revenue and other remunerations for the District in excess of \$1,000.00 (including but not limited to vending machine contracts, sports and other attire, class rings and photographic services). As an attachment to its annual budget, the Board will file a report containing the following information, for the prior year, relating to each such contract and agreement: name of the vendor, product or service provided, actual net revenue and non-monetary remuneration, purpose for which the revenue was used, and how and to whom any non-monetary remuneration was distributed.

LEGAL REF.: Illinois School Code, Sec. 10-20.21 (105 ILCS 5/10-20.21).

Adopted: March 10, 1983
Revised: June 10, 1999
Revised: September 28, 2006
Revised: December 8, 2016