



BOARD POLICIES

DIVISION XIII. Business Services	POLICY NUMBER 13.01.00
CATEGORY 13.01.00 Purchasing Policy	DATE Adopted 1988 Revised 12/1989, 4/1996, 11/1999, 8/07, 9/2015, 12/2015, 1/2018

13.01.00 **PURCHASING**

It shall be the responsibility of the president through his/her designated representative to ensure that all qualified suppliers have the opportunity to bid or offer for sale on a negotiated basis merchandise or services that are to be purchased by the college. The Board will be guided by the principle that the college should receive the best quality merchandise and services available for the purchase dollar regardless of who the vendor may be.

It shall be the responsibility of the president through the vice president of administrative services or his/her designee to maintain vendor bid lists in the Business & Auxiliary Services office. Additions or removals can be made upon request by any vendor. Vendors may be removed from the vendor bid list as a result of any unsatisfactory performance on any previous contracts.

A. Purchase of Budgeted Items Not Subject to Competitive Bid:

All purchases of items supported by the adopted budget and not subject to competitive bid as required by the Public Community College Act (Illinois Compiled Statutes, Chapter 110, Paragraph 805/3-27.1 as amended) may be made by the vice president for administrative services or his/her designee without advertising for bids and without requiring price quotations. If for any reason competitive bids or price quotations are deemed advisable by the vice president for administrative services, they will be obtained and awards made on the basis of conformance to specifications and the amount of the bids.

B. Purchases Subject to Competitive Bidding

All purchases of goods and services shall be awarded by the Board of Trustees upon the recommendation of the president of the College. When any purchase to be made by the College is subject to competitive bidding as specified by the Public Community College Act (Illinois Compiled Statutes, Chapter 110, Paragraph 805/3-27,1 as amended), the vice president for administrative services or his/her designee guarantee due (e.g. sufficient or adequate) advertisement for bids for the sale of those goods and services required by the College. Formal contracts may be any of the following types, as appropriate under the circumstances.



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- Cost plus Fixed Fee – or time and material.
- Fixed Price – both parties share the risk.
- Open End – volume price given for orders exceeding a stipulated dollar value to be delivered during the course of the year.

Due (e.g. sufficient or adequate) advertisement for bids shall include, but is not limited to, one public notice at least ten calendar days before the bid date in a newspaper or newspapers or general circulation within Illinois Community College District No. 525. In addition to such public advertisement, bids may be solicited directly from such persons who may be deemed reliable and competent to furnish the item or items required.

All bids must be sealed by the bidder and must be opened by a member of the vice president of administrative services or his/her designee at a public bid opening at which the contents of the bids must be announced. The vice president for administrative services or his/her designee shall prepare a tabulation for consideration for the Board and will make recommendations through the president to the Board. The Board shall award the contract to the lowest responsible bidder considering conformity with specifications, terms of delivery, quality, and serviceability. The Board shall always reserve the right to reject any or all bids.

C. Emergency Purchases or Repairs

Necessary purchases or emergency repairs which require major expenditures of monies otherwise subject to Board of Trustees approval, but which require prompt action, may be made as an emergency purchase. Such an emergency expenditure must be approved by three-fourths of the members of the Board.



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D. Construction Contracts

Contracts for repair, maintenance, remodeling, renovation, or construction, or a single project involving an expenditure in excess of the amount specified by the Public Community College Act (Illinois Compiled Statutes, Chapter 110, Paragraph 805/3-27.1 (j), as amended) shall be awarded on the basis of due advertisement for bids. All bids must be sealed by the bidder and must be opened by the vice president of administrative services or his/her designee at a public bid opening at which the contents of the bid must be announced. The vice president for administrative services or his/her designee shall prepare a tabulation for consideration by the Board and will make recommendations through the president to the Board.

Contracts for repair, maintenance, remodeling, renovation, or construction, or a single project involving an expenditure not in excess of the statutorily specified amount subject to competitive bidding may be awarded by the vice president for administrative services or his/her designee.

E. Professional Services Firms

For the purpose of this policy, professional services shall be defined as the services of individuals, or entities possessing a high degree of professional skill where the ability or fitness of the individual, or entity plays an important part.

No professional services firm shall be considered qualified to respond to a request for proposal (RFP) if a former employee or partner of the firm, or any subsidiary or affiliate thereof that has been employed by Joliet Junior College for two years or less immediately prior to the submission of the RFP, and such employee has or may have the ability to provide input into the final decision making process or whose opinion or expertise is solicited by the Board as part of the final decision making process.

The college will issue a Request for Proposals for professional services contracts with annual expenditures of \$25,000.00 or more at least every five (5) years.