



Livingston County Purchasing Policy

Rules, Regulations and Procedures for Purchasing

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Livingston County Purchasing Policy Rules, Regulations and Procedures for Purchasing

I. SCOPE & PURPOSE

It is the policy of the Livingston County Board that:

- A. The Purchasing Policy shall be the sole guideline for business transacted between vendors and Livingston County, Illinois.
- B. All departments of Livingston County shall follow the Purchasing Policy when procuring goods and services, except as stated in Section VII, Exceptions.

II. POLICY STATEMENT

It is the policy of the Livingston County Board:

- A. To make the most efficient use of taxpayers' dollars.
- B. To allow for competitive pricing in the procurement of all goods and services.
- C. To maintain an "Open Door" policy, whereby all responsible suppliers will receive proper consideration.
- D. When the bid process is utilized, the lowest bidder conforming to the bid specifications must be given greater consideration.
- E. When comparable goods and services are available, the supplier with the lowest price will be given greater consideration.
- F. When using either the bid process or normal procurement process, and all other factors being equal; local vendors may receive preference.
- G. That goods/services that have been ordered and received by Purchase Requisition or Purchase Order on or before November 30th will have funds available in the current budget for payment within the first thirty (30) days of the new fiscal year.
- H. Gratuities or gifts, of any type, to County Offices or Employees - elected, appointed, salaried or hourly – are prohibited both before and during the bidding process and after award of bid or contract for services.

- I. All bids and quotes are subject to the State of Illinois Freedom of Information Act; however, bids/quotes/proposals shall not be used by vendors or Livingston County to gain unfair competitive advantage either prior to, during, or after the competitive bidding process.
- J. All purchasing and procurement statutes of the State of Illinois are applicable.
- K. The invalidity or unenforceability of any of the provision of this policy shall not affect the validity or enforceability of the remainder of the policy.
- L. Nothing in this policy shall act to reduce or impair any express statutory authority.

III. CENTRALIZED PURCHASING

It is the policy of the Livingston County Board that:

- A. All purchases must be for public use.
- B. All purchases shall be made of the highest quality, only to be restricted to budgetary concerns.
- C. The centralized Purchasing activities shall be under the department level supervision of the County Board Office and the Administrative Resource Specialist shall serve as the County Purchasing Agent. The Administrative Resource Specialist, as County Purchasing Agent, shall be responsible for establishing administrative procedures and guidelines involved in the processing of purchase requisitions and purchase orders in regards to the purchasing function for Livingston County.

IV. TYPES OF PURCHASES

It is the policy of the Livingston County Board that all procurement of goods/services shall fall under the following classifications:

- A. Goods/Services up to \$2,500
 - 1. A Purchase Requisition shall be the standard document utilized for the systematic procurement of goods/services for Livingston County.
 - 2. A Purchase Requisition shall be the sole document required for the payment of goods/services whose monetary value does not exceed \$2,500.
 - 3. For purchases under \$2,500 an invoice and shipping notice (if available), may be submitted by the requesting department head to bookkeeping for payment, in lieu of a Purchase Requisition.

4. The Purchase Requisition or invoice must have an authorized signature by the requesting department head, or an authorized representative, who shall be on file with the bookkeeping office, along with the appropriate account code, before it can be processed.
 5. The department head, or an authorized representative, on file with the bookkeeping office, shall be the only individuals who may sign for their department.
- B. Goods/Services Exceeding \$2,500 and Less Than \$30,000
1. Shall be submitted to the County Board Office on a Purchase Requisition, including detailed information of item to be purchased, prior to procurement.
 - a. For purchases of \$2,500-\$30,000, the department in working with the County Board Office, shall obtain a minimum of three written quotes, and may use a Request for Proposal (RFP), if appropriate. The Purchase Order must include documentation of the quotes obtained.
 - b. For Capital Construction or Facilities Services purchase of \$2,500-\$30,000, and if the good or service is in a category covered by the Pre-qualified Vendor List maintained by the Facilities Services Manager, the Facilities Services Manager shall attempt to obtain quotes from the vendors on the Pre-qualified Vendor List who are certified to provide those services, and may award the contract to the vendor from the Pre-qualified Vendor List who provides the best price within the established budget for the project. The Facilities Services Manager shall award the contract by preparing a Requisition for Purchase Order including detailed information of items to be purchased and copies of quotes received from eligible pre-qualified vendors who provided quotes for the project.
 - c. For purchases of \$2,500-\$30,000, the requirement for three written quotes, is waived if the items purchased are available through competitively solicited contracts bid and negotiated by the State of Illinois, U.S. General Services Administration, or other lead public agency in accordance with public purchasing rules and regulations as allowed by Illinois state statute (5 ILCS 220/3). The Purchase Order must include documentation regarding the contract utilized for the purchase.
 - d. Bids for goods/services, which have been awarded, based on a fixed purchase price with ordering and delivery scheduled throughout the

fiscal year may be encumbered on a blanket purchase orders issued for each fiscal year involved in the contract service period.

2. The County Purchasing Agent shall prepare a Purchase Order, after determination of source and price, and submit to the Finance Department in order to determine funds availability.
3. Review of the feasibility of using the bid process for items exceeding \$2,500, but not anticipated to exceed \$30,000, shall be made by the requesting department and/or the County Purchasing Agent on a case-by-case basis.
4. Purchase Orders must have an authorized signature of the County Purchasing Agent prior to being processed/ordered.

C. PURCHASES AND OTHER GOODS/SERVICES OF \$30,000 OR MORE

1. Requirements for Bidding/Competitive Selection Procedure
 - a. All purchases of goods or services (other than professional services), estimated to cost \$30,000, or more, must be let for bid or procured through a competitive selection (Request for Proposals – RFP or Request for Qualifications-RFQ) process.
 - b. Departments may not make two separate Purchase Requisitions/Purchase Orders for the same good/service in order to circumvent the normal bidding procedure.
 - c. Any final award of contract or approval of purchase obtained through formal bids or requests for proposals/requests for qualifications must be approved by the Livingston County Board.
 - d. All meetings and discussions of the award of the bid or contract shall be open to the public and welcome public participation.
 - e. Public notification of bid/RFP/RFQ shall be placed in the “Legal Notices” section of a newspaper of general circulation in the County for a minimum of one (1) day in each of two (2) consecutive weeks, on the County website immediately following release, and when appropriate, in related professional publications or web sites. All expenses incurred in the publication of notice of bid/RFP/RFQ will be the responsibility of the requesting department.

2. Bid/Request Types

It is the policy of the Livingston County Board to allow for competitive pricing and that the use of the bid system shall be the vehicle to which this policy shall be carried out.

- a. Formal bids shall be used when the projected monetary value of goods or services to be procured exceeds the limit set in 1 a., above.
- b. Requests for Proposals (RFP) or Requests for Qualifications (RFQ) shall be used when the goods or services required, due to their nature, do not fall in a classification for which clearly established technical specifications can be provided to bidders.
- c. Requests for Qualifications (RFQ) following the Quality Based Selection (QBS) requirements established in 50 ILCS 510 for selection of architects, engineers, land-surveying and information technology services shall be followed for the procurement of those services.

3. Steps in Bidding/Competitive Selection Process

- a. Detail of specifications shall be prepared by requesting department head for goods/services to be bid/or procured through competitive selection. Assistance will be available to the requesting department for the preparation of bid documents from the County Purchasing Agent upon request; however, the quantity and final determination of quality of goods/services to be bid/procured shall be the responsibility of the requesting department head.
- b. Availability of funds shall be verified by the Finance Department and the Treasurer's Office.
- c. Bid/Proposal package shall be created. Bid/Proposal Package shall include at a minimum the following information:
 - Introduction (Describing the Project)
 - Proposal Due Date (including bid/proposal due date, bid opening date, and all dates of Committee/Board meetings scheduled for bid consideration and award.
 - Bid/Proposal Scope (including specifications and requirements)
 - Bid/Proposal Format for submission
 - Notification of Prevailing Wage Requirements

- Notification of the County’s right to accept or reject any and all bids/proposals
- d. Upon completion of preparation of bid/proposal as identified in Steps a. , b. and c. above, the final review of bid/proposal documents and approval to release bids/proposals shall be approved by a Committee of the County Board as follows:
- Bids/Proposals related to Facilities Services – Property Committee
 - Bids/Proposals related to Highway projects – Highway Committee
 - Bids/Proposals related to Information Technology Projects/Equipment – IT Committee
 - All other bids/proposals – Finance Committee
- e. Advertisement shall be placed in the “Legal Notices” section of a local newspaper of general circulation in the County for a minimum of one (1) day in each of two (2) successive weeks, on the county website and, when appropriate, provide notice in related professional publications or web sites. All expenses incurred in the publication of notice of bid/proposal shall be paid from the project budget.
- f. Require a public bid/proposal opening of all submitted bids/proposals to which respondents may or may not be required to attend.
- g. Analysis of bids/proposals received will be prepared and/or reviewed by the requesting department head in cooperation with the County Purchasing Agent and submitted by the requesting department head to the appropriate Committee of the County Board.
- h. The County Board Committee responsible for the bid/proposal reviews the bid/proposal and forwards a recommendation for award of bid/contract to the full Livingston County Board for consideration and final approval.
- i. After receipt of Purchase Requisition from requesting department, the County Purchasing Agent shall issue a Purchase Order for awarded good/service once availability of funds is confirmed with the Finance Department and/or Treasurer’s Office as may be appropriate.
- j. The County Purchasing Agent shall notify all bidders of the results of award of bid/contract.

4. Awarding Purchase Orders/Bids/Proposals/Contracts

It is the policy of the Livingston County Board:

- a. To allow for competitive pricing in securing all goods/services.
- b. To make the most efficient use of taxpayers' dollars. When comparable goods/services are available, the supplier with the lowest price will be given greater consideration. When the bid process is utilized, the lower or lowest bidder conforming to the specifications will likewise be given greater consideration.
- c. In addition to price and terms of sale as conditions for award of bid, the following shall also be given great consideration: quality of goods bid, the financial condition and proven ability of the supplier, ability to provide goods/services in a timely manner, and the history of the supplier in past dealings with Livingston County.
- d. In awarding of bids/contracts, the location of the supplier will be considered only when the ability to provide local assistance is critical.
- e. To maintain an "Open Door" policy giving all viable vendors proper consideration.

5. Contracts

- a. The State's Attorney's Office shall review contracts prior to final signature by the County Board Chair.
- b. All contracts for goods/services which have been approved by the Livingston County Board will be signed by the County Board Chair.

D. Goods to be Purchased and/or Replaced through the Pontiac Host Fund

1. The County will maintain the Pontiac Host Fund for Capital purchases and upgrades. Purchases to be included fall into the following categories:
 - a. Computers and Technology. All computers, PC's, printers and radio equipment, regardless of price. All other technology items with an individual cost in excess of \$2,500

- b. Furnishings and Office Equipment in excess of \$2,500. (All furnishings and office equipment with an individual cost of less than \$2,500 shall be purchased out of department budgets.)
 - c. Capital Construction or Facilities Services Upgrades (as determined by the Finance Committee on an “as needed” basis).
 - 2. Requests for purchases from the Pontiac Host Fund shall be submitted by individual departments annually to the Finance Committee. The Finance Committee will review each request and make final recommendation to the County Board as part of the annual budget process.
 - 3. Purchase Orders are required when the value of the procured goods/services shall exceed \$2,500.
 - a. The Department in working with the County Board Office, shall obtain a minimum of three written quotes, for all purchases of \$2,500-\$30,000, and may use a Request for Proposals (RFP), if deemed appropriate.
 - b. The County Purchasing Agent shall prepare a Purchase Order, after determination of source and price, and submit to the County Treasurer in order to determine availability of funds.
 - c. Purchase Orders must have the signature of the County Purchasing Agent prior to being processed.
- E. Goods/Services to be Purchased and/or Replaced through the Vehicle Replacement and Maintenance Fund, for General Fund Departments.
 - 1. The County will maintain a Vehicle Replacement and Maintenance Fund. Purchases to be included fall into the following categories:
 - a. The Purchase and/or Replacement of County Fleet Vehicles.
 - b. Preventative Maintenance of County Fleet Vehicles including daily maintenance, inspection services and servicing of motor equipment at intervals compatible with manufacturers’ recommendations for lubrication and mechanical services.
 - c. Other unscheduled maintenance which may arise out of a trouble report, emergency road call, accident or body damage.

2. Requests for the Purchase and/or Replacement of County Vehicles to be paid from the Vehicle Replacement and Maintenance Fund shall be submitted by individual departments annually to the Finance Committee, and shall be in accordance with the Livingston County Vehicle Replacement and Purchasing Policy. The Finance Committee will review each request and make final recommendation to the County Board as part of the annual budget process.
3. The Finance Committee will also budget an appropriate amount of funds to cover preventative and unscheduled maintenance.
4. Purchase Orders are required when the value of the procured goods/services shall exceed \$2,500.
 - a. The Department in working with the County Board Office, shall obtain a minimum of three written quotes, for all purchases/expenditures of \$2,500-\$30,000, and may use a Request for Proposals (RFP), if deemed appropriate.
 - b. The County Purchasing Agent shall prepare a Purchase Order, after determination of source and price, and submit to the County Treasurer in order to determine availability of funds.
 - c. Purchase Orders must have the signature of the County Purchasing Agent prior to being processed.

V. EMERGENCY PURCHASES

It is the policy of the Livingston County Board that:

- A. Emergency purchases shall be classified as those purchases, which ensure public health and safety, protect public property, and/or limit County liability; and, due to time constraints, cannot be obtained through the foregoing process without jeopardizing one of the listed categories.
- B. Emergency purchases are subject to final approval of the Livingston County Board and shall be forwarded by the Finance Committee to the Livingston County Board for final approval which may be retro-active.

VI. SURPLUS/OBSOLETE/EXCESS EQUIPMENT/PROPERTY

It is the policy of the Livingston County Board that:

- A. Items no longer usable for their intended purpose, and/or having maintenance/repair cost(s) which are prohibitive, qualify as surplus equipment/property.
- B. County Departments shall notify the County Purchasing Agent when they have items no longer in use by the Department.
- C. Upon notification of excess equipment by County Departments, the County Administrative Resource Specialist shall:
 - 1. Notify all County Departments of the availability of the equipment, if the piece of equipment is appropriate to meet a need within another department.
 - 2. If the equipment is not relocated within the County, the County Purchasing Agent shall arrange for the sale of the equipment through public auction or offered for silent bid on the County website for a period of seven (7) days.
- D. Any items, which have an appraised value less than the cost of moving, storing, and auctioneer service shall be disposed of in the following manner:
 - 1. Offered first to local non-sectarian: (a) educational; (b) governmental agencies; (c) performing arts; or (d) non-profit organizations; at no cost; or
 - 2. Disposal.
- E. The County Purchasing Agent shall prepare an annual report detailing the disposition of excess equipment with documented expenditures and revenues resulting from said disposition and forward said report to the Administrative Committee.
- F. The County will not sell any excess equipment/property, which is determined to be dangerous or contain toxic or hazardous components, but rather shall dispose of said equipment/property in the manner prescribed by the manufacturer.
- G. All equipment sold through the Surplus/Obsolete/Excess Equipment/Property section of the Livingston County Purchasing Policy shall be sold in the operating condition as of the date of sale with no guarantee of future operation or warranty.
- H. No Livingston County elected official or department head shall purchase equipment sold through the Surplus/Obsolete/Excess Equipment Property section of the Livingston County Purchasing Policy.

VII. EXCEPTIONS

It is the policy of the Livingston County Board that:

- A. Although the Livingston County Purchasing Policy is designed to be flexible enough to accommodate most specific situations, there will be occasions which require techniques or solutions outside the established guidelines. In order to ensure internal consistency, however, some control must be maintained by the Livingston County Board over exceptional situations. Purchases beyond the Livingston County Purchasing Policy guidelines, as established in this Ordinance, may be referred by the requesting department head to the appropriate Committee for recommendation of exception to the Purchasing Policy to the Livingston County Board for final approval.
- B. The Public Health Board shall be excluded from this policy, unless adopted by the Public Health Board, with the exception of any capital purchases through the Pontiac Host Fund which shall remain applicable.
- C. The Mental Health Board shall be excluded from this policy, unless adopted by the Mental Health Board, with the exception of any capital purchases through the Pontiac Host Fund which shall remain applicable.
- D. The Highway Department shall be excluded from this policy, with the exception of any capital purchases through the Pontiac Host Fund which shall remain applicable.
- E. LivCom shall be excluded from this policy, unless adopted by the Emergency Telephone System Board, with the exception of any capital purchases through the Pontiac Host Fund which shall remain applicable.
- F. The Veterans Assistance Commission shall be excluded from this policy, unless adopted by the Veterans Assistance Commission, with the exception of any capital purchases through the Pontiac Host Fund, which shall remain applicable.
- G. All special funds that are statutorily under the direct supervision of an elected official shall be exempt from this policy.
- H. Written quotations will be an accepted alternate to formal bids for fuel, which is routinely and repeatedly purchased throughout the year.
- I. Court Ordered professional services shall be exempt from this policy.

- J. Professional services, while not subject to competitive bidding, are subject to this policy unless exempted by express statutory authority.

- K. The formal bidding process, as prescribed, shall not be required for all items purchased through competitively solicited contracts bid and negotiated by the State of Illinois, U.S. General Services Administration, or other lead public agency in accordance with public purchasing rules and regulations as allowed by Illinois state statute, 5 ILCS 220/3. The requesting department shall be responsible for completing all necessary paperwork involved in utilizing any such government purchasing alliance for purchase of any item/items requested.