

**Resolution No. 665-20**  
**A Resolution Adopting A Purchasing Policy**

WHEREAS, the Village of Island Lake Village Board has determined that there is a need for a purchasing policy to outline employees within the Village who are authorized to make purchases of goods and/or services; and

WHEREAS, the purpose of this Resolution is to establish such a purchasing policy and set forth regulations for purchases of goods and/or services.

NOW, THEREFORE, be it resolved by the Mayor and Board of Trustees of the Village of Island Lake, Lake and McHenry Counties, Illinois, that the Purchasing Policy, attached hereto and made a part hereof, is hereby adopted.

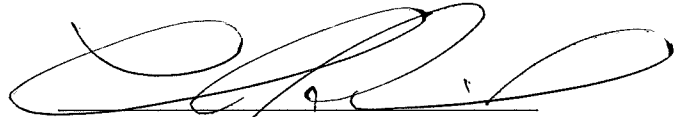
AYE: Trustees Chris Carlsen, Chuck Cermak, Harold England, Dan Powell, Will Ziegler

NAY: none

ABSENT: Trustee Richard McLaughlin

ABSTAIN: none

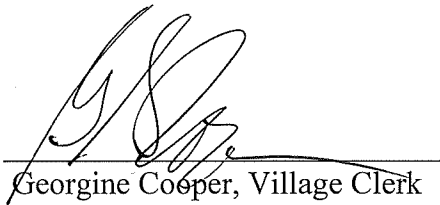
APPROVED:



Charles Amrich, Mayor

(SEAL)

ATTEST:



Georgine Coeper, Village Clerk

PASSED: 7/09/2020

APPROVED: 7/10/2020

PUBLISHED: 7/10/2020

## VILLAGE OF ISLAND LAKE PURCHASING POLICY

Purchases for the Village of Island Lake shall be in accordance with this Purchasing Policy, the Island Lake Village Code and applicable statutes of the State of Illinois. All personnel involved in the purchasing process shall conduct themselves with fairness and impartiality and demand the same of all vendors. Negotiations and discussions involving purchasing shall be conducted ethically in compliance with the Chapter 13, Ethical Conduct, of the Village Code and the Village's Personnel Manual.

Whenever possible, purchases shall be based on obtaining cost comparisons, quotations or competitive bids. In the case that it is not possible to obtain cost comparisons, quotations or competitive bids, this will be identified in the approval and review process.

Items procured will represent the maximum economic benefit for each dollar spent. Consideration should be given to participate in cooperative purchasing efforts with other local government entities and in the State of Illinois Joint Purchasing Program whenever possible.

### **Budgeted Items – Cost Comparison, Quotations and Competitive Bidding**

1. Up to \$2,500. For budgeted items up to \$2,500, a Department Head shall have the authority to purchase goods and/or services and shall obtain three (3) cost comparisons prior to the purchase. A Department Head may not divide or break up purchases to avoid this limit authority or circumvent this Purchasing Policy. After consultation with individual trustees, the Mayor shall have the discretion to eliminate the need for cost comparisons, if the circumstances support such a decision.
2. More than \$2,500 and Up to \$20,000. For budgeted items more than \$2,500 and up to \$20,000, a Department Head shall obtain, where possible, three (3) written quotations for the purchase of goods and/or services for consideration and approval by the Village Board. Neither a Department Head nor the Village Board may divide or break up purchases to avoid this limit authority or circumvent this Purchasing Policy.
3. More than \$20,000. For budgeted items more than \$20,000, the purchase of goods and/or services shall follow a formal competitive bidding process whereby a Department Head develops bid specifications, the Village Board approves a request to advertise for bids, bids are received and evaluated, and a recommendation is forwarded to the Village Board for award/approval.

### **Non-Budgeted Items and Emergency Purchases**

1. Non-Budgeted Items. For non-budgeted items, budget amendment requests will be brought before the Village Board for consideration and approval unless the action is considered emergency in nature.
2. Emergency Purchases. In the event of an emergency as determined in writing by the Mayor, a Department Head shall have the authority to purchase goods and/or services and shall obtain, where possible, three (3) cost comparisons prior to the purchase. The Mayor shall report

the emergency circumstances, the purchase/acquisition and the amount of the authorized payment to the Village Board in writing within 24 hours.

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