

Agenda
Village of Glen Ellyn
Village Board Workshop
Monday, October 10, 2011
7:00 P.M. – Galligan Board Room
Glen Ellyn Civic Center

1. Call to Order

2. Suburban Purchasing Cooperative Presentation – Ellen Dayan,
Northwest Municipal Conference

3. Purchasing Policy Presentation – Interim Finance Director Noller

4. Other Items?

5. Adjournment

MEMORANDUM

TO: Mark Franz, Village Manager
FROM: Larry Noller, Interim Finance Director^{LN}
DATE: October 5, 2011
RE: Suburban Purchasing Cooperative



Background

The Suburban Purchasing Cooperative is a joint purchasing program sponsored by the Northwest Municipal Conference, DuPage Mayors & Managers Conference, South Suburban Mayors and Managers Association and Will County Governmental League. Together the SPC represents 135 municipalities and townships in the Chicagoland region.

The Village has utilized the SPC for a variety of items and services, including ambulances, road striping materials and our telecom service.

We have invited a representative of the SPC to the Oct 10, 2011 Village Board workshop to provide a brief overview of how the cooperative purchasing program works and the benefits to members.

Action Requested

Information Only

Attachments

- Suburban Purchasing Cooperative 2011 Booklet

FY 2011



**Joint Purchasing
Program**



***DuPAGE
MAYORS AND MANAGERS
CONFERENCE***



***NORTHWEST MUNICIPAL
CONFERENCE***



**WILL COUNTY
GOVERNMENTAL LEAGUE**

ABOUT THE SPC

The Suburban Purchasing Cooperative is a joint purchasing program sponsored by the Northwest Municipal Conference (NWMC), DuPage Mayors & Managers Conference (DMMC) South Suburban Mayors and Managers Association (SSMMA), and Will County Governmental League (WCGL). Together the SPC represents 135 municipalities and townships in the Chicagoland region.

The following entities are eligible to participate in the SPC joint purchasing programs: Municipalities, Townships, Counties, Park Districts, Libraries, School Districts and Non-Profit Organizations.

The SPC exemplifies the benefits of intergovernmental cooperation on a regional basis. The goal of the SPC is to combine the resources and purchasing power of governments and not-for-profit entities to jointly negotiate advantageous contract terms on a line of high quality products at the lowest possible price.

Economies of scale in terms of pricing and staff resources are the prime objectives of the SPC Joint Purchasing Program. By purchasing through the SPC, participants not only save money but time as well. Acting as an extension of the purchaser's staff, SPC staff works diligently in order to avoid the needless duplication of effort through in-house coordination of several functions involved in the procurement process.

According to 30ILCS 525/2 from CH. 85, pr. 1602 Sec. 2 (a) Any governmental unit may purchase personal property, supplies and services jointly with one or more other governmental units. All such joint purchases shall be by competitive bids as provided in Section 4 of this Act. (Source: P.A. 87-960.)

Since 2007, the SPC Program is centrally operated by the Northwest Municipal Conference with shared program oversight by the SPC Governing Board and SPC Technical Review Committee.

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Ford F-350 XL Chassis Cab (2w)	
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Dump Body (9 FT.)
Dump Body (11 FT.)
108" Dual Rear Wheel Service Body (9FT)
132" Dual Rear Wheel Service Body (9FT)

2012 Sport Utility Vehicles..... 16
Ford Expedition SSV (4wd)
Ford Explorer Base (2wd)
Ford Escape XLS (Front wd)/Hybrid Option Available

Sewer Cleaner Trucks..... 17
Combination/Sewer Cleaner
10 Yard Catch Basin/Sewer Cleaner
12 Yard Catch Basin/Sewer Cleaner

Street Sweepers..... 18
Three-Wheeled Rear Steer Front Dump Sweeper

AMBULANCES

The Suburban Purchasing Cooperative (SPC) Governing Board declined to execute one year contract extensions with Horton Emergency Vehicles, Wheeled Coach Industries and Foster Coach/Med Tech ambulance companies for the provision of Type I and Type III ambulances. The current contracts expired on January 13, 2010.

The SPC issued a Request for Proposal (RFP) for the selection of a Type I Additional Duty Ambulance with the goal of having a new program in place by the end of September, 2011.

FIRE APPARATUS

Fire Apparatus (Heavy Duty)

The following are the qualified primary and alternate vendors for fire apparatus. Duration of the contract extension is October 1, 2011 through April 30, 2012.

Fire Apparatus Primary Vendor for Heavy Duty

HME, Incorporated \$410,802.84
1950 Byron Center Avenue
Wyoming, MI 49519
Contact Person: Ken Lenz
P: 616-534-1463 F: 616-534-1967
lenz@hmetruck.com

Fire Apparatus Alternate Vendor for Heavy Duty

Crimson/Emergency Management Corporation: \$444,585.00
22824 West Winchester Drive
Channahon, IL 60410
Contact Person: Joe Simon
P: 800-487-7567 C: 815-341-2264 F: 815-467-8763
joe@emcfire.com

Fire Apparatus Alternate Vendor for Heavy Duty

Global Emergency Products / Pierce: \$502,134.00
1401 N. Farnsworth Ave.
Aurora, IL 60505-1611
Contact Person: Michael J. Mikoola, Jr.
P: 630-978-5151 C: 630-774-0526 F: 630-978-1414
mmikoola@temco1.com

Each ordering fire agency shall be charged an additional SPC administrative fee of \$500 for participating council of government members and \$1,500 non-members. This fee shall be included in the invoice from the vendor.

ANIMAL/MOTORCYCLE TAGS

Ordering Information

Orders are placed directly through National Band & Tag Company.

National Band & Tag

721 York Street

P.O. Box 72430

Contact Person: Connie Peed

P: 859-261-2035 F: 800-261-8247

connie@nationalband&tag.com

The order cut off date for the Animal Tag & Motorcycle Medallion is February 14, 2012.

Pricing

Animal Tags:	\$72.50/1000	\$.07250/each
Motorcycle Medallions:	\$72.50/1000	\$.07250/each
Wire Packaging:	Included	

Option:

Enamel Lettering	\$40.00/1000	\$.04000/each
Strip-Packing:	\$26.00/1000	\$.02600/each

Minimum order requirement: \$32.00

**DIESEL FUEL INCLUDING BIO-DIESEL,
E-85 AND GASOLINE**

Vendor: Texor Petroleum Company a Division of World Fuel Services

SPC purchasers can expect to pay the OPIS (Oil Pricing Information Service) price for the day of delivery, plus applicable taxes and profit margins. Savings vary depending on the performance of the OPIS index. Please note that Texor Petroleum Company also has bio-diesel and E-85 gasoline available. To participate in this contract, please contact Dan Goding at 708-408-1999 with your billing and delivery address along with a contact name. All billing is handled through the vendor.

Texor Division, World Fuel Services, Inc.

3340 South Harlem Ave.

Riverside, IL 60546

Contact Person: Dan Goding

P: 708-447-1999 F: 708-447-1047

DGoding@Texor.com

JANITORIAL SUPPLIES

Product Information

Laport Incorporated is a major janitorial supply house providing all commonly used cleaning supplies, soaps, and paper products. Laport carries eight different lines of paper; five can liner companies, along with a full line of janitorial products. Laport has been in business since 1982 and is one of the largest providers of paper products in the Midwest. Recycled and Green products are also available.

Ordering Information

Orders are placed directly with Laport Incorporated.

Laport Incorporated

2443 West 16th Street

Chicago, IL 60608

Contact Person: Mel Lindner

P: 847-676-1849 Cell: 847-902-4426

Mel-laportinc@rcn.com

Pricing

A price list can be downloaded on a quarterly basis at www.nwmc-cog.org

LIQUID CALCIUM CHLORIDE (in conjunction with IDOT)

Product Information

Liquid Calcium Chloride is used as a winter maintenance application to melt ice both economically and effectively.

Ordering Information

The contract expired on April 19, 2011 and will be rebid in the fall.

OFFICE SUPPLIES/COPIER PAPER

Program Information

The office supplies contract is awarded to Warehouse Direct Office Products through Independent Stationers utilizing the U.S. Communities National Contract MICPA and ISG County of Los Angeles Master Agreement #MA-IS-1 140050. The duration of the contract runs through March 5, 2012 and may be extended for the duration of the Los Angeles Master Agreement, through August 31, 2013, plus an option for two additional one year terms. The office supply program has fixed prices on 1,300 quality core products and over 28,000 non-core products. In addition, SPC members are eligible to receive up to a 1% e-commerce rebate paid in the form of a credit towards future purchases.

Ordering Information

To set up your account please contact your local sales support team:

Spencer Touchie, Account Executive
847-631-7188
stouchie@warehousedirect.com

Rick Schakle, Account Executive
847-631-7428
rickschakle@warehousedirect.com

PARKING/COMPLIANCE TICKETS

Product Information

Parking and compliance tickets are available in three, four, five and six-part books. Tickets can be modified to prevent identity theft.

Ordering Information

Orders are solicited by the SPC for American Solutions for Business. Orders are in the spring and fall and submitted directly to the vendor. Proofs are sent to the participants for their approval prior to printing. Delivery is directly to the purchaser and the vendor handles all billing.

American Solutions for Business

153 Derby Glen Drive

Glen Ellyn, IL 60137

Contact Person: Norma Heger

P: 630-653-3016 F: 630-653-3134

normaheger@aol.com

Pricing

3-part tickets: \$164.00 per 1,000

4-part tickets: \$176.00 per 1,000

5-part tickets: \$181.00 per 1,000

6-part tickets: \$187.00 per 1,000

Ticket order forms can be printed from: www.nwmc-cog.org

Ordering Information

Even if you are under contract to another carrier, Call One will conduct a free analysis of your current contract.

TELECOMMUNICATIONS PROGRAM

Product Information

In December of 2010, Call One Telecommunications, the largest reseller of AT&T services and features in the United States, had its contract extended for a year for the SPC Telecommunications program. The bid includes special pricing on POTS Lines; International Switched; Data Services: Service Intralata Point to Point; DS-1 & DS3 Services Intralata Point to Point; ISDN Prime; Network to Network Interface; Alarm Monitoring; Off-Premise extensions; Frame Relay Interlata; Interlata DS-1 Point to Point Pricing Per DS-0 Mile; Internet DS-1 & DS-3 Connectivity; ISDN Direct Flat Rate Dial Up 128 K Connection; Connectivity; Dial Up 56K; DSL; VPN; hosting and email. Call One can also provide pricing and service for the finest most up-to-date technologies.

Call One

123 North Wacker Drive
Chicago, IL 60606

Contact Person: Colleen Lamb Ferrara

P: 312-496-6693 C: 312-519-5260

clambferrara@callone.net

Pricing

Call One provides competitive pricing, personalized customer care, and billing that is customized and easy to understand. All billing is handled through Call One.

THERMOPLASTIC ROAD STRIPING
(in conjunction with IDOT)

Product Information

Thermoplastic Lane Markings are used on paved roadways to provide guidance and information to drivers and pedestrians.

Ordering Information

Contact Superior Road Striping directly with any questions and to schedule work for your municipality.

Superior Road Striping

1967 Cornell Court

Melrose Park, IL 60160

Contact: Joan Yario or Sandy DeHoyos

P:708-865-0718 F:708-865-0296

thermopros@sbcglobal.net

Pricing

<u>Item Description</u>	<u>UOM</u>	<u>Unit Price</u>
4" Line	LF	\$0.53
6" Line	LF	\$0.75
12" Line	LF	\$1.50
24" Line	LF	\$3.75
Letters & Symbols	SQ FT	\$3.25
Marking Removal	SQ FT	\$0.80

Note: All unit prices are per foot, except Letters & Symbols and Removal, which are priced per square foot.

A price list can be downloaded at www.nwmc-cog.org

VEHICLE STICKERS

Product Information

Borden Decal is equipped to perform both small and large runs. They specialize in pressure sensitive labels and decals. Stickers are available in 3x3 inch or a 4x3 inch size, clear mylar or acetate, 2 mil. thick with a choice of eighteen colors.

Ordering Information

Order forms are available online at www.nwmc-cog.org

Borden Decal
24 North Oriole Trail
Crystal Lake, IL 60014
Contact Person: Christina Pagliarulo
P: 888-267-3364 F:847-515-8028
cp@bordendecal.com

Pricing

Group I— 3" x 3"	\$90/1000	or	\$.09 each
Group II— 4" x 3"	\$120/1000	or	\$.12 each

VEHICLES

The SPC offers the following vehicles: administrative vehicles, pick-up trucks, chassis cabs, sport utility vehicles, police pursuit vehicles, street sweeper, sewer cleaner trucks, cargo van and also hybrids. Each vehicle is listed with a base unit price, additional options are available. Vehicle specification sheets that include pricing and additional options are emailed to SPC members.

Each vehicle purchased will be assessed a \$100 administrative fee that is payable within the dealer's invoice (Administrative fees for Street Sweeper is \$400 & Sewer Cleaner Trucks are \$750).

*Please note that order cut off dates are sometimes extended by the vehicle manufacturer. Call the dealership salesperson for further information.

ADMINISTRATIVE VEHICLES

Product Information

2012 Ford Taurus SE: \$19,257.75
2012 Ford Focus S: \$12,445.00

Ordering Information

Orders are placed directly through Currie Motors. Billing is performed by the dealer.

Currie Motors

9423 W. Lincoln Hwy
Frankfort, IL 60423

P: 815-464-9200 F: 815-464-7500

Contact Person: Tom Sullivan
thomasfsullivan@msn.com

The order cut off month for the Ford Focus is May 2012.
The order cut off date for the 2012 Ford Taurus is
November 23, 2011.

2012 FORD HYBRID

Product Information

2012 Ford Fusion 14S/Hybrid \$26,229.00
Also available with standard engine \$14,429.00

Ordering Information

Orders are placed directly through Sutton Ford Lincoln Mercury Inc.

Sutton Ford Lincoln Mercury Inc.

21315 Central Avenue
Matteson, IL 60443

P: 708-720-8035 F: 708-720-4305

Contact Person: Lou Zager
lzager@suttonford.com

The order cut off date for the Ford Fusion 14S/Hybrid is May
15, 2012.

2012 FORD PICK-UP TRUCKS

Ford Ranger is no longer being produced by Ford.

Product Information

Ford F250 XL Regular Cab (2wd)	\$17,538.00
Ford F350 XL Regular Cab (2wd)	\$19,118.00
Ford F450 XL Chassis Cab (2wd)	\$24,889.00
Ford F550 XL Chassis Cab (2wd)	\$25,659.00

Ordering Information

Orders are placed directly through Currie Motors. Billing is performed by the dealer.

Currie Motors

9423 W. Lincoln Hwy

Frankfort, IL 60423

P: 815-464-9200 F: 815-464-7500

Contact Person: Tom Sullivan

thomasfsullivan@msn.com

The order cut off date:

Ford F250 XL Regular Cab (2wd)	TBD
Ford F350 XL Regular Cab (2wd)	TBD
Ford F450 XL Chassis Cab (2wd)	TBD
Ford F550 XL Chassis Cab (2wd)	TBD

Our contract with Currie Motors runs through January 21, 2012 . Contact Tom Sullivan at Currie Motors for information.

Product Information

Ford F150 XL Regular Cab (2wd)	\$14,759.00
Ford F350 XL Chassis Cab (2wd)	\$18,500.00

Ordering Information

Orders are placed directly through Freeway Ford-Sterling Truck Sales. Billing is performed by the dealer.

Freeway Ford-Sterling Truck Sales, Inc.

8445 45th Street

Lyons, IL 60534

P: 708-825-3192 F:708-442-9018

Contact Person: Peter DeMeis

pdemeis@gmail.com

The order cut off date:

Ford F150 XL Regular Cab (2wd)	TBD
Ford F350 XL Chassis Cab (2wd)	May 2011 -

The contract runs through January 21, 2012

FORD CARGO VAN

Product Information

2012 Ford Transit Connect XL Cargo Van: \$18,329.82

Ordering Information

Orders are placed directly through Currie Motors.

Currie Motors

9423 W. Lincoln Hwy

Frankfort, IL 60423

P: 815-464-9200 F: 815-464-7500

Contact Person: Tom Sullivan

thomasfsullivan@msn.com

The order cut off month for the 2012 Ford Transit Connect XL Cargo Van is TBD.

POLICE PURSUIT VEHICLES

Product Information

2011 Chevrolet Tahoe 4x2 Police Package: \$23,986.00

Ordering Information

Orders are placed directly through Currie Motors.

Currie Motors

7901 W. Roosevelt Rd.

Forest Park, IL 60461

P: 815-464-9200 F: 815-464-7500

Contact Person: Tom Sullivan

thomasfsullivan@msn.com

The order cut off month for the 2012 Chevrolet Tahoe is TBD.

Truck Equipment

Product Information

Standard Heavy Duty Platform (9 FT.)	\$2,050.00
Standard Heavy Duty Platform (12 FT.)	\$2,199.00
Dump Body (9 FT.)	\$5,323.00
Dump Body (11 FT.)	\$5,608.00
108" Dual Rear Wheel Service Body (9FT)	\$4,865.00
132" Dual Rear Wheel Service Body (9FT)	\$5,653.00

Ordering Information

Orders are placed directly through Auto Truck Group.

Auto Truck Group

1420 Brewster Creek Blvd.

Bartlett, IL 60103

P: 224-234-9200 F: 630-860-5631

Contact Person: Matt McGowan

mmcgowan@autotruck.com

Lead time approx. 8 weeks after receipt of order, pending chassis availability.

SPORT UTILITY VEHICLES

Product Information

2012 Ford Explorer Base (2 wd): \$21,665.55
2012 Ford Escape XLS (Front wd) \$16,075.00

Ordering Information

Orders are placed directly through Currie Motors.

Currie Motors

9423 W. Lincoln Hwy

Frankfort, IL 60423

P: 815-464-9200 F: 815-464-7500

Contact Person: Tom Sullivan

thomasfsullivan@msn.com

The order cut off date for the Ford Explorer Base is November 18, 2011.

The order cut off date for the Ford Escape is November 18, 2011.

Product Information

2012 Ford Expedition

Ordering Information

Bids on the 2012 Ford Expedition are due on September 9, 2011 and we hope to award the contract shortly thereafter.

SEWER CLEANER TRUCKS

Product Information

The SPC Governing Board has approved contract extensions with EJ Equipment, Standard Equipment, and Super Products for Sewer Truck Cleaners through June 18, 2012

2011-12 Sewer Cleaner Trucks Multi-Tier Bid Awards

Primary Vendor

EJ Equipment

10 Yard Fan Catch Basin/Sewer Cleaner

Base Chassis: 2012 Freightliner M2-106V for 10 Yard Vac-Con

\$247,474.00

(Freightliner base chassis prices are only guaranteed through September, 2011)

Alternate Chassis: 2012 International 7400 for 10 Yard Vac-Con

\$248,782.00

(International base chassis prices are only guaranteed through September, 2011)

Alternative Vendor

Standard Equipment

10 Yard Fan Catch Basin/Sewer Cleaner

with John Deer Auxiliary Engine

\$277,121.00

Primary Vendor

EJ Equipment

12 Yard Fan Catch Basin/Sewer Cleaner

Base Chassis: 2012 Freightliner M2-106V for 12 Yard Vac-Con

\$268,465.00

(Freightliner base chassis prices are only guaranteed through November, 2011)

Alternate Chassis: 2012 International 7400 for 12 Yard Vac-Con

\$270,154.00

(International base chassis prices are only guaranteed through November, 2011)

Alternative Vendor
Standard Equipment
12 Yard Fan Catch Basin/Sewer Cleaner
with John Deer Auxiliary Engine
\$286,398.00

Alternative Vendor
Super Products
Combination Sewer Jet, Vacuum and
Hydro Excavation Machine
\$322,843.00

Ordering Information

EJ Equipment - Eric Lesage at 815-370-3549
eric@ejequipment.com

Standard Equipment - Tom Markel at 312-829-1919
tmarkel@standardequipment.com

Super Products - Gene Turney at 262-784-7100
gturney@superproductscorp.com

STREET SWEEPER

Product Information

The current contract extension for the Three-Wheeled Sweeper Rear Steer with Front Dump has been awarded to Standard Equipment from September 1, 2010 through September 9, 2011.

To participate in this program please contact the vendor directly:

Standard Equipment (\$152,144.00)
2033 West Walnut Street
Chicago, IL 60612
Contact Person: Bill McConney
Phone: 312-829-1919 Cell: 312-208-6378
Fax: 312-829-6142
bmconney@standardequipment.com

NWMC Membership

Antioch	Lake Zurich
Arlington Heights	Libertyville
Barrington	Lincolnshire
Bartlett	Lincolnwood
Buffalo Grove	Morton Grove
Carpentersville	Mount Prospect
Cary	Niles
Crystal Lake	Northbrook
Deerfield	Northfield
Des Plaines	Northfield Township
Elk Grove Village	Palatine
Evanston	Park Ridge
Fox River Grove	Prospect Heights
Glencoe	Rolling Meadows
Glenview	Schaumburg
Grayslake	Skokie
Hanover Park	Streamwood
Highland Park	Vernon Hills
Hoffman Estates	Wheeling
Kenilworth	Wilmette
Lake Forest	Winnetka

DMMC Membership

Addison	Lombard
Aurora	Naperville
Bartlett	Oak Brook
Bensenville	Oakbrook Terrace
Bloomingtondale	Roselle
Bolingbrook	St. Charles
Burr Ridge	Villa Park
Carol Stream	Warrenville
Clarendon Hills	Wayne
Elmhurst	West Chicago
Glen Ellyn	Westmont
Glendale Heights	Wheaton
Hanover Park	Willowbrook
Hinsdale	Winfield
Itasca	Wood Dale
Lisle	Woodridge

SSMMA Membership

Blue Island	Mokena
Burnham	Monee
Calumet City	New Lenox
Calumet Park	Oak Forest
Chicago Heights	Olympia Fields
Country Club Hills	Orland Hills
Crete	Orland Park
Dixmoor	Palos Heights
Dolton	Park Forest
East Hazel Crest	Phoenix
Flossmoor	Posen
Ford Heights	Richton Park
Glenwood	Riverdale
Harvey	Robbins
Hazel Crest	Sauk Village
Homewood	S. Chicago Hts.
Lansing	South Holland
Lynwood	Steger
Markham	Thornton
Matteson	Tinley Park
Midlothian	University Park

WCGL Membership

Aurora	Mokena
Beecher	Monee
Bolingbrook	Naperville
Braidwood	New Lenox
Channahon	Orland Park
Coal City	Peotone
Crest Hill	Plainfield
Crete	Rockdale
Diamond	Romeoville
Elwood	Shorewood
Frankfort	Steger
Homer Glen	Tinley Park
Joliet	University Park
Lemont	Wilmington
Lockport	Woodridge
Manhattan	Will County
Minooka	

**DuPage Mayors &
Managers Conference**

1220 Oak Brook Road
Oak Brook, IL 60523
T: 630-571-0480
F: 630-571-0484

www.dmmc-cog.org

SPC Representative:
Suzette Quintell

**Northwest Municipal
Conference**

1616 E. Golf Road
Des Plaines, IL 60016
T: 847-296-9200
F: 847-296-9207

www.nwmc-cog.org

SPC Representative:
Ellen Dayan

**South Suburban Mayors &
Managers Association**

1904 W. 174th Street
East Hazel Crest, IL 60429
T: 708-206-1155
F: 708-206-1133

www.ssmma.org

SPC Representatives:
Rita Kueny
Ed Paesel

**Will County
Governmental League**

3180 Theodore Street
Suite 101
Joliet, IL 60435
T: 815-729-3535
F: 815-729-3536

www.wcgl.org

SPC Representative:
Cherie Belom

MEMORANDUM

TO: Mark Franz, Village Manager *MF*
FROM: Larry Noller, Interim Finance Director *LN*
DATE: October 3, 2011
RE: Purchasing Policy Updates



Background

The Finance Commission and management team recently reviewed the Village's purchasing policies. As a result, the 1993 policy was updated to reflect current practices and procedures. The revised policy also modifies employee purchasing authority to reflect actual purchasing needs rather than an employee's supervisory level. The Finance Commission reviewed the first draft of the revised policy document and unanimously recommended approval.

The first draft of the revised policy was presented to the Village Board at an August workshop meeting. At that time, the Board directed staff to 1) prepare code changes to increase the Village Manager approval level from \$10,000 to \$20,000, 2) include more information about internal control procedures in the policy document, and 3) provide some more information on the utilization of open accounts by Village employees.

The attached proposed ordinance amends current Village Code to increase the Village Manager's purchasing authority to \$20,000 as well as address some other "housekeeping" of the existing code. A redlined copy of the code is attached as well, which indicates the exact changes to the existing code.

The revised Purchasing Policies & Procedures document now includes additional detail about the internal procedures management and staff follow to assure adherence to the Village's purchasing policies. Most of the added procedural information is included in Section E, which outlines the requirements for authorizing payments. Section F also now includes a new process for performing periodic internal audits of purchases.

The Village utilizes a limited number of open accounts where employees may purchase items or services and charge the cost to an account in the Village's name. Vendors include Len's Ace Hardware, Menards, Soukup's Hardware and Leslie Car Wash. Open accounts are often used to efficiently purchase small parts and materials needed for daily operations, which do not make sense to keep in inventory. Open account procedures are included in Section E-3 and include the responsibility of departments to document the purpose for each open account purchase. In addition, employees with purchasing cards should not use open accounts unless the vendor will not accept the purchasing card. I have attached a list of open account vendors and their FY11 total purchase amounts. The management team will continue to evaluate the existing open accounts and reduce the number of accounts when practical alternatives are available.

Action Requested

Board approval of the attached Ordinance Amending Various Sections of the Village Code of the Village of Glen Ellyn, Illinois Regarding Village Contracts and Purchasing at the October 10, 2011 meeting.

Attachments

- Draft Ordinance Amending Various Sections of the Village Code of the Village of Glen Ellyn, Illinois Regarding Village Contracts and Purchasing
- Redlined code changes
- Revised Purchasing Policies & Procedures document

Ordinance No. _____ - VC

**An Ordinance Amending Various Sections
of the Village Code of the
Village of Glen Ellyn, Illinois
Regarding Village Contracts and Purchasing**

Whereas, from time to time, the staff of the Village is directed to review the Village Code to improve the effectiveness of its provisions; and

Whereas, the staff, with the assistance of the Finance Commission, has conducted such a review of purchasing policies and procedures and has recommended certain changes to the Village Code; and

Whereas, the Village Board finds that is in the best interest of the Village to adopt these amendments to the provisions of the Glen Ellyn Village Code;

Now, Therefore, be it Ordained by the President and Board of Trustees of the Village of Glen Ellyn, DuPage County, Illinois, in the exercise of its home rule powers, as follows:

Section One: Section 1-7-1 (N) of the Glen Ellyn Village Code is hereby deleted in its entirety and replaced with the following:

Purchase And Sale Or Trade In Of Personal Property: The village manager shall have authority to:

1. Sell or purchase an item of personal property for the village within the scope of the budget approved by the corporate authorities when such item of personal property is either sold or purchased for less than twenty thousand dollars (\$20,000.00);
2. Trade in an item of personal property of the village when the trade in value of such item of personal property is less than twenty thousand dollars (\$20,000.00); and
3. Both trade in and purchase a replacement item of personal property for the village when the trade in value and purchase price, less the value of the trade in, are individually each less than twenty thousand dollars (\$20,000.00).

Section Two: Section 1-10 of the Glen Ellyn Village Code is hereby deleted in its entirety and replaced with the following:

1-10-1: CONTRACTS REQUIRING COMPETITIVE BIDDING:

All purchase orders or contracts for labor, services or work, or for the purchase of personal property, materials, equipment or supplies, involving amounts estimated to be in excess of twenty thousand dollars (\$20,000.00) made by or on behalf of the village, shall be let only by competitive bidding after advertisement for bids to the lowest responsible bidder submitting a bid in conformance with the bid advertisement; provided, however, that the board of trustees by the affirmative vote of at least two-thirds (2/3) of the board of trustees then in office may waive competitive bidding on specific contracts.

1-10-2: EXCEPTIONS TO COMPETITIVE BIDDING:

A purchase or contract that is by its nature not adapted to award by competitive bidding, as for example professional or other services requiring individual skill or expertise, utility services available from a single source or a unique item of property, may be excluded from the requirements of section 1-10-1 of this chapter and approved by the affirmative vote of at least two-thirds (2/3) of the board of trustees then in office.

1-10-3: PROHIBITION AGAINST SUBDIVISION:

No contract or purchase shall be subdivided to avoid the requirements of section 1-10-1 of this chapter.

1-10-4: ADVERTISEMENT:

When competitive bidding is required, it is the policy of the village to seek as broad an advertisement for bids as is practical under the circumstances. As a minimum, advertisement for bids shall be as follows:

(A) Newspaper Publication: Notice inviting bids shall be published once in at least one newspaper of general circulation in the village and at least ten (10) days preceding the last day set for the receipt of bid proposals.

(B) Scope Of Notice: The newspaper notice required herein shall include at least a general description of the work to be performed or the articles to be purchased, shall state where bid proposals forms and detailed specifications may be secured, and shall state the time and place for opening bids.

(C) Bidders' List Or Individual Solicitation: Bids and proposals shall be solicited from all responsible prospective suppliers who have requested to be notified of purchases of the type being proposed or who are known to the village to do work or provide supplies of

the type being sought, by sending those responsible prospective suppliers a copy of the notice to acquaint them with the proposed purchase or sale.

(D) Bid announcements shall be advertised on the village website.

1-10-5: LOWEST RESPONSIBLE BIDDER:

Contracts shall be awarded to the lowest responsible bidder. In determining "lowest responsible bidder", in addition to the price, the village may consider the following factors:

(A) The ability, capacity and skill of the bidder to perform the contract or provide the service required;

(B) Whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference;

(C) The character, integrity, reputation, judgment, experience and efficiency of the bidder;

(D) The quality of performance of previous contracts or services;

(E) The previous and existing compliance by the bidder with laws and ordinances relating to the contract or service;

(F) The sufficiency of the financial resources and the ability of the bidder to perform the contract or provide the service;

(G) The quality, availability and adaptability of the supplies or contractual services to the particular use required by the village;

(H) The ability of the bidder to provide future maintenance and service for the use of the contract; and

(I) The number and scope of conditions attached to the bid, if any.

1-10-6: AWARD TO OTHER THAN LOW BIDDER:

When the award is not given to the lowest bidder, a full and complete statement of the reasons for placing the order elsewhere shall be made and preserved as a public record.

1-10-7: JOINT PURCHASES WITH OTHER GOVERNMENTAL BODIES:

Pursuant to the provisions of the governmental joint purchasing act¹, the village of Glen Ellyn hereby acknowledges and elects to participate with the United States government, the state of Illinois, DuPage County, and municipal purchasing consortia in joint

purchases and to adopt the competitive bidding procedures authorized by said statutory provisions and the appropriate rules and regulations of the general services administration of the United States government, the department of central management services of the state of Illinois, the purchasing division of DuPage County, and the purchasing divisions of the municipal purchasing consortia or any of their successor agencies in lieu of the provisions of this chapter.

1-10-8: CHANGE ORDERS:

(A) Change orders to contracts approved or awarded under the terms of this chapter may be approved by the village manager or his designee provided that an individual change order in the amount of twenty thousand dollars (\$20,000.00) in value or more shall be approved by the board of trustees.

1-10-9: PROMPT PAYMENT ACT PREEMPTED:

The village, as a home rule municipality, shall not be bound by nor subject to any obligations set forth in the local government prompt payment act. The provisions of the local government prompt payment act are hereby preempted, and the obligations for payment shall be determined solely by contract between the village and the parties providing goods or services to the village.

Section Three: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section Four: This Ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form.

Passed by the President and Board of Trustees of the Village of Glen Ellyn, Illinois, this _____ day of _____, 2011.

Ayes:

Nays:

Absent:

Approved by the Village President of the Village of Glen Ellyn, Illinois, this _____
day of _____, 2011.

Village President of the Village of
Glen Ellyn, Illinois

ATTEST:

Village Clerk of the Village of
Glen Ellyn, Illinois

(Published in pamphlet form and posted on the _____ day of _____, 2011.)

1-7-1

(N) Purchase And Sale ~~Or~~ Trade In Of Personal Property: The village manager shall have authority to:

1. Sell or purchase an item of personal property for the village within the scope of the budget approved by the corporate authorities when such item of personal property is either sold or purchased for less than ~~ten-twenty~~ thousand dollars (~~\$1020,000.00~~);
2. Trade in an item of personal property of the village when the trade in value of such item of personal property is less than ~~ten-twenty~~ thousand dollars (~~\$1020,000.00~~); and
3. Both trade in and purchase a replacement item of personal property for the village when the trade in value and purchase price, less the value of the trade in, are individually each less than ~~ten-twenty~~ thousand dollars (~~\$1020,000.00~~).

1-10-1: CONTRACTS REQUIRING COMPETITIVE BIDDING:

All purchase orders or contracts for labor, services or work, or for the purchase of personal property, materials, equipment or supplies, involving amounts estimated to be in excess of ~~ten-twenty~~ thousand dollars (~~\$1020,000.00~~) made by or on behalf of the village, shall be let only by competitive bidding after advertisement for bids to the lowest responsible bidder submitting a bid in conformance with the bid advertisement; provided, however, that the board of trustees by the affirmative vote of at least two-thirds (2/3) of the board of trustees then in office may waive competitive bidding on specific contracts.

1-10-2: EXCEPTIONS TO COMPETITIVE BIDDING:

~~Upon a majority of the corporate authority determining by motion or ordinance that a~~ purchase or contract ~~that~~ is by its nature not adapted to award by competitive bidding, as for example professional or other services requiring individual skill or expertise, utility services available from a single source or a unique item of property, ~~may then such purchase or contract shall~~ be excluded from the requirements of section 1-10-1 of this chapter and approved by the affirmative vote of at least two-thirds (2/3) of the board of trustees then in office.

1-10-3: PROHIBITION AGAINST SUBDIVISION:

No contract or purchase shall be subdivided to avoid the requirements of section 1-10-1 of this chapter.

1-10-4: ADVERTISEMENT:

When competitive bidding is required, it is the policy of the village to seek as broad an advertisement for bids as is practical under the circumstances. As a minimum, advertisement for bids shall be as follows:

(A) Newspaper Publication: Notice inviting bids shall be published once in at least one newspaper of general circulation in the village and at least ten (10) days preceding the last day set for the receipt of bid proposals.

(B) Scope Of Notice: The newspaper notice required herein shall include at least a general description of the work to be performed or the articles to be purchased, shall state where bid proposals forms and detailed specifications may be secured, and shall state the time and place for opening bids.

(C) Bidders' List Or Individual Solicitation: Bids and proposals shall be solicited from all responsible prospective suppliers who have requested to be notified of purchases of the type being proposed or who are known to the village to do work or provide supplies of the type being sought, by sending those responsible prospective suppliers a copy of the notice to acquaint them with the proposed purchase or sale.

~~(D) Trade Publications: In addition to the required newspaper notice and the direct solicitation of known suppliers, it is the policy of the village to also publish in known trade publications to obtain the broadest practical dissemination of the notice inviting bid proposals.~~

(D) Bid announcements shall be advertised on the Village website.

1-10-5: LOWEST RESPONSIBLE BIDDER:

Contracts shall be awarded to the lowest responsible bidder. In determining "lowest responsible bidder", in addition to the price, the village may consider the following factors:

(A) The ability, capacity and skill of the bidder to perform the contract or provide the service required;

(B) Whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference;

(C) The character, integrity, reputation, judgment, experience and efficiency of the bidder;

(D) The quality of performance of previous contracts or services;

(E) The previous and existing compliance by the bidder with laws and ordinances relating to the contract or service;

(F) The sufficiency of the financial resources and the ability of the bidder to perform the contract or provide the service;

(G) The quality, availability and adaptability of the supplies or contractual services to the particular use required by the village;

(H) The ability of the bidder to provide future maintenance and service for the use of the contract; and

(I) The number and scope of conditions attached to the bid, if any.

1-10-6: AWARD TO OTHER THAN LOW BIDDER:

When the award is not given to the lowest bidder, a full and complete statement of the reasons for placing the order elsewhere shall be made and preserved as a public record.

1-10-7: JOINT PURCHASES WITH OTHER GOVERNMENTAL BODIES:

Pursuant to the provisions of the governmental joint purchasing act¹, the village of Glen Ellyn hereby acknowledges and elects to participate with the United States government, the state of Illinois, DuPage County, and municipal purchasing consortia in joint purchases and to adopt the competitive bidding procedures authorized by said statutory provisions and the appropriate rules and regulations of the general services administration of the United States government, the department of central management services of the state of Illinois, the purchasing division of DuPage County, and the purchasing divisions of the municipal purchasing consortia or any of their successor agencies in lieu of the ~~advertisement and contract letting~~ provisions of this chapter.

1-10-8: CHANGE ORDERS:

(A) Change orders to contracts approved or awarded under the terms of this chapter may be approved by ~~written determination of~~ the ~~village administrator~~ village manager or his designee provided that an individual change order in the amount of ten-twenty thousand dollars (\$~~1020~~,000.00) in value or more, ~~or thirty (30) days in time or more,~~ shall be approved ~~by written determination of~~ by the board of trustees ~~in the manner prescribed by state statute.~~

~~(B) The village administrator or his designee shall cause a summary listing of change orders approved in accordance with this chapter to be provided to the board of trustees at least once every six (6) months. The listing shall include all change orders approved since the last summary listing.~~

1-10-9: PROMPT PAYMENT ACT PREEMPTED:

The village, as a home rule municipality, shall not be bound by nor subject to any obligations set forth in the local government prompt payment act. The provisions of the local government prompt payment act are hereby preempted, and the obligations for payment shall be determined solely by contract between the village and the parties providing goods or services to the village.

VILLAGE OF GLEN ELLYN

PURCHASING POLICIES & PROCEDURES

Revised: October 2011

A. PURPOSE

The purpose of this policy is to assist in obtaining supplies, equipment and services as economically and efficiently as possible. It is intended to:

1. Simplify and clarify existing purchasing practices and policies;
2. Provide guidance for compliance with applicable purchasing rules;
4. Ensure the fair and equitable treatment of all persons who deal with purchasing activities;
5. Promote increased economy in purchasing activities;
6. Foster broad-based competition within the free enterprise system; and
7. Provide safeguards for the maintenance of a procurement system of quality and integrity.

B. ETHICAL CONDUCT

1. Elected officials and employees shall adhere to the Village's Ethics Policy when making all purchasing decisions.
2. Elected officials and employees may not participate directly or indirectly in a purchase when the elected official or employee or any member of his immediate family will benefit. Any attempt by an employee to realize personal gain through public employment by conduct inconsistent with these policies is subject to discipline and/or dismissal.
3. No elected official or employee, either on that person's behalf or on behalf of any other person, shall have any financial or personal interest in any business or transaction with any Board, Commission, Committee or other public body of the Village unless that official or employee makes full public disclosure of the nature and full extent of such interest and disqualifies him or herself from participating in and acting upon the resolution of the business or transaction.
4. Employees shall adhere to this policy consistent with the philosophy above to ensure cost savings and efficiency. When competitive bidding, employees shall attempt to solicit as many bids as reasonably possible. Employees shall not

subdivide any contract or purchase with the intent to circumvent the bidding requirements or approval limits established within this policy.

5. If any portion of this policy is found to be in conflict with any federal, state or local law, the federal, state or local law shall apply. However, if this policy is more restrictive than the federal, state or local law, the policy shall apply.

C. AUTHORITY TO PURCHASE

1. **Up to \$5,000:** Department Directors may approve purchases up to \$5,000. It is the Department Director's responsibility to ensure budgeted funds are available and competitive pricing is obtained prior to purchase. A Department Director may delegate any level of purchasing authority under \$5,000 to other department employees with approval by the Village Manager and Finance Director.
2. **Up to \$20,000:** The Village Manager may approve purchases up to \$20,000. It is the Village Manager's responsibility to ensure budgeted funds are available and competitive pricing is obtained prior to purchase.

The Village Manager is authorized to approve any change order to a Village contract which is less than \$20,000.

3. **Greater than \$20,000:** Purchases over \$20,000 require Village Board approval. Glen Ellyn Village Code (1-10-1) requires that all contracts for labor, services or work, or for the purchase of personal property, materials, equipment or supplies involving amounts estimated to be in excess of \$20,000 shall be let only by competitive bidding after advertisement for bids to the lowest responsible bidder submitting a bid in conformance with the advertisement.
4. **Rule of Three:** In order to ensure competitive pricing, at least three quotes shall be obtained prior to a purchase over \$1,000 whenever practical to do so.
5. **Exceptions to Competitive Bidding:** A purchase or contract over \$20,000 that is by its nature not adapted to award by competitive bidding may be approved by a 2/3rd vote of the Village Board.

Examples of exceptions to competitive bidding are listed below. Village Board approval is required in all cases where the purchase exceeds \$20,000.

- a. Professional services requiring individual skill or expertise shall be excluded from the requirements of competitive bidding. Such services include, but are not limited to, engineers, financial advisors, search firms, accountants, architects, inspectors, attorneys, and professional consultants.

- b. The Village Manager or his designee shall be authorized to make emergency purchases, exceeding \$20,000. The Village Manager shall report to the Village Board regarding emergency purchases as soon as practicable.
- c. Items available for purchase under a State contract are exempted from the competitive bidding process. The Village may take advantage of the favorable prices obtained under a State contract whenever practical to do so.
- d. Cooperative purchasing, defined as more than one unit of government purchasing goods and services together, is strongly encouraged and may be exempted from the bidding process.
- e. Material or services that are available from only one vendor but are deemed necessary to Village operations may be exempted from bidding requirements.
- f. The technical nature of certain items or services may result in the standardization of a particular supplier's specifications being necessary or desirable to Village operations. Competitive bidding may be waived if the Village requires compatibility with existing software, machinery or other existing equipment.
- g. Certain items are purchased by the Village Links for resale. These items are generally offered for resale in the Pro Shop. Such items are chosen for their marketability and public demand and cannot be purchased through the formal bidding process. The management of the Village Links will make every effort to obtain these items at the best possible prices.

D. COMPETITIVE SEALED BIDDING

1. **Invitations for Bids:** An Invitation for Bids shall be issued and shall include a purchase description, and all contractual terms and conditions applicable to the purchase.
2. **Public Notice:** Adequate public notice of the Invitation for Bids shall be given at a reasonable time prior to the date set for the opening of bids. It is the policy of the Village to seek as broad an advertisement for bids as is practical under the circumstances. As a minimum, advertisement for bids shall be as follows:
 - a. Notice inviting bids shall be published once in at least one newspaper of general circulation in the village and at least ten (10) days prior to the last day set for the receipt of bid proposals.

- b. The newspaper notice required herein shall include at least a general description of the work to be performed or the articles to be purchased, shall state where bid proposals forms and detailed specifications may be secured, and shall state the time and place for opening bids.
 - c. Bids and proposals shall be solicited from all responsible prospective suppliers who have requested to be notified of purchases of the type being proposed or who are known to the village to do work or provide supplies of the type being sought, by sending those responsible prospective suppliers a copy of the notice to acquaint them with the proposed purchase or sale.
 - d. Bid announcements shall be advertised on the Village website.
- 3. **Bid Opening:** Bids shall be opened publicly by the Village Clerk and in the presence of one or more witnesses at the time and place designated in the Invitation for Bids. The amount of each bid, together with the name of each bidder, shall be recorded, and the record of each bid shall be open to public inspection.
- 4. **Bid Evaluation and Acceptance:** Bids shall be unconditionally accepted without alteration or correction, except as addressed in this policy statement. Bids shall be evaluated based on the requirements described in the Invitation for Bids, which may include criteria to determine acceptability such as inspection, testing, quality, workmanship, delivery and suitability for a particular purpose. The Invitation for Bids shall set forth the evaluation criteria to be used. No criteria may be used in bid evaluation that is not set out in the Invitation for Bids. At no time should any information be made available to any prospective bidder which is not available to all prospective bidders.
- 5. **Correction or Withdrawal of Bids:** After a bid opening, no changes in bid prices or other provisions of bids prejudicial to the interest of the Village or fair competition shall be permitted. Decisions to permit correction or withdrawal of bids, or to cancel awards or contracts based on bid mistakes prior to approval by the Village Board should be based upon the following criteria:
 - a. A bidder should not be permitted to correct a bid mistake after bid opening that would cause the bidder to have the low bid, unless the mistake is clearly evident from examining the bid document, and is supported by proof that has evidentiary value--for example, extension of unit prices or errors in addition.
 - b. A low bidder should not be permitted to correct a bid for errors in judgment.

- c. In lieu of bid correction, the Village should permit a low bidder alleging a material mistake of fact to withdraw its bid when there is reasonable proof that a mistake was made and the intended bid cannot be ascertained with reasonable certainty.
 - d. After bid opening, an otherwise low bidder should not be permitted to delete exceptions to the bid conditions which affect price of substantive obligations.
 - e. A suspected mistake by a bidder requires that the Village request confirmation of a bid. In such an instance, the bidder may correct the bid or withdraw it after acknowledgement that a mistake was made.
6. **Award:** Contracts shall be awarded to the lowest responsible bidder. In determining "lowest responsible bidder", in addition to the price, the village may consider the following factors:
- a. The ability, capacity and skill of the bidder to perform the contract or provide the service required;
 - b. Whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference;
 - c. The character, integrity, reputation, judgment, experience and efficiency of the bidder;
 - d. The quality of performance of previous contracts or services;
 - e. The previous and existing compliance by the bidder with laws and ordinances relating to the contract or service;
 - f. The sufficiency of the financial resources and the ability of the bidder to perform the contract or provide the service;
 - g. The quality, availability and adaptability of the supplies or contractual services to the particular use required by the village;
 - h. The ability of the bidder to provide future maintenance and service for the use of the contract; and
 - i. The number and scope of conditions attached to the bid, if any.
7. After approval by the Village Board, the award shall be processed with

reasonable promptness by written notice to the successful bidder.

E. PAYMENT METHODS

1. **Checks:** Invoices for payment by check shall be submitted to the Finance Department. Invoices must be coded with the appropriate budget account and signed by the Department Director or valid designee. If purchase exceeds \$5,000, the Village Manager must also sign the invoice. All invoices must describe the Village business purpose for which the goods or services were purchased.

All invoices will be reviewed by the AP Fiscal Clerk for proper approval and coding and entered into the accounting system. The Accounting Specialist will review the invoices and reports for proper approvals and accuracy. The Assistant Finance Director will review and approve the list of invoices prior to printing checks.

Checks will be printed every Friday. All invoices to be included in a Friday check run must be submitted to the Finance Department by 5PM the Wednesday before the check run. Checks will not be sent out until all required signatures and documentation are received by the Finance Department.

2. **Purchasing Cards:** Employees may be issued a purchasing card upon request by the Department Director and approval by Finance Director and the Village Manager. Each card has a monthly purchase limit based upon the purchasing requirements of the employee. Employees must sign an agreement that they will use the card only for Village related purchases. Use of a purchasing card does not change the approval structure established in Section C of this policy.

As with all purchases made on the Village's behalf, goods purchased with a purchasing card are exempt from sales tax. This is indicated on the front of all cards and should be pointed out to the vendor to prevent sales tax from being charged on any purchases made with the card.

Each month, the AP Fiscal Clerk will receive a summary of all employee charges. Individual statements will be sent to each card holder for coding and sign off. Card holders must review their monthly statement and return it to the Finance Department with their signature and an itemized invoice or receipt for each purchase. All receipts or invoices must describe the Village business purpose for which the goods or services were purchased.

The AP Fiscal Clerk will review all card purchases for proper approval, coding and documentation and enter the charges into the accounting system. The Accounting Specialist will review the invoices and accounting system reports for

proper approvals and accuracy. All monthly purchasing card statements will be reviewed and signed off by the Department Director, Finance Director and the Village Manager.

3. **Open Accounts:** To allow for the efficient procurement of routine supplies, the Village has established a limited number of open accounts at local vendors. Only employees authorized by their Department Director may utilize an open account. When available, purchasing cards should be utilized rather than charging an item to an open account. The Department Director is responsible for ensuring all purchases made on an open account are utilized only for Village business purposes.

Employees must submit receipts for all purchases made on an open account to the Finance Department. Receipts must describe the Village business purpose for which the items were purchased and include the signature of the employee approving the purchase.

4. **Petty Cash:** Petty cash has been established to expedite miscellaneous purchases and paying of small bills which need not be handled through check payment. These funds are to be used by all departments for facilitating purchases and are not to be used for the purpose of circumventing normal purchasing procedures.

Petty cash requests shall be limited to \$50, unless approved by the Finance Director. Any amount above \$50 must be reimbursed via a check request submitted to the Finance Department.

Each petty cash location shall have a designated custodian who is responsible for disbursing and maintaining the petty cash funds.

The petty cash custodian shall ensure that all petty cash disbursements are properly approved and that a record of each disbursement includes the following information:

- a. Description of purchase.
- b. Budget account.
- c. Signature of employee approving disbursement.
- d. Signature of petty cash custodian.
- e. Signature of petty cash recipient.
- f. Original itemized receipt.

As petty cash is depleted, the custodian shall submit a request to replenish petty cash to the Finance Department. The request shall include all the required documentation for disbursements made since the previous request. The AP

Fiscal Clerk will review all purchases for proper approval, coding and documentation and enter the charges into the accounting system. The Accounting Specialist will review the invoices and accounting system reports for proper approvals and accuracy and a check will then be issued to the petty cash custodian.

F. MISCELLANEOUS PROVISIONS

1. **Purchase Orders:** Purchase orders will be created for amounts greater than \$20,000, which require board approval prior to purchasing. Purchase orders may be issued for lower dollar amounts if requested by a department. The Accounting Specialist will create the purchase orders in the accounting system following board approval of a purchase. The purchase order is then sent to the Assistant Finance Director for review. A copy of the original purchase order is forwarded to the department making the purchase. The purchase order number must be included on all payment requests.
2. **Village Board Approval of Vouchers:** All payments will be approved by the Village Board. The AP Fiscal Clerk will provide the Village Manager's office with a listing of paid invoices for inclusion on a Village Board meeting agenda. The invoice list will also be provided to all Trustees and a Trustee will be designated to review the invoices prior to Village Board payment approval. To ensure prompt payment, checks will be released prior to the Village Board meeting if the purchase has been properly approved and all required signatures and documentation have been received by the Finance Department.
3. **Transportation and Delivery Charges:** The Department Director shall make every effort to determine any transportation or delivery charges prior to proceeding with a purchase. Transportation charges must be included when determining cost of a purchase.
4. **Inspection and Testing:** The inspection and testing of delivered materials or equipment should occur at the time of delivery. Department Directors are responsible for ensuring that the quantity and quality of the delivered goods are as ordered and that all purchases made within their department are received and utilized solely for Village business. In the case of items for inventory or resale, Department Directors are responsible for maintaining an ongoing inventory record of such items. The Finance Department may review inventory records on a periodic basis and as part of the annual audit process.
5. **Disposal of Personal Property Owned by the Village:**
 - a. The Village Manager may authorize disposal of any item valued up to \$20,000 in a manner deemed most beneficial to the Village.

- b. All items above \$20,000 must be authorized for disposal by the Village Board.
- 6. **Audits:** The Finance Department may conduct periodic audits of purchases. It shall be the responsibility of the Department Director to provide the Finance Department with the necessary information to verify any purchases chosen for an audit.

Open Account Vendors

<u>Vendor</u>	<u>FY11 Total</u>
Lens	\$ 11,260
Carquest	10,378
Leslie Car Wash	5,071
Soukups	1,245
Menards	1,120
Sherwin Williams	<u>164</u>
	29,238