

RESOLUTION NO 25-R-21

A RESOLUTION TO APPROVE THE PURCHASE POLICY UPDATE

WHEREAS, the Tinley Park-Park District ("District") is located in Cook & Will Counties of Illinois; and

WHEREAS, the Park District Code, 70 ILCS 1205/ 8-1(c), lays out the requirements for purchases by the park district. Additionally, the District may also hold a policy that is more restrictive as has been the case; and

WHEREAS, the current update of the District's purchasing policy will align more with the standards set forth within the Park District Code while also placing threshold restrictions on purchases of non-budgeted items moving forward; and

WHEREAS, the Board of Commissioners of the District finds that it is in the best interest of the District to adopt the Purchasing Policy in Exhibit 1 of this resolution and implemented immediately.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the TINLEY PARK-PARK DISTRICT as follows:

SECTION 1: The Preambles hereto are hereby made a part of, and an operative provision of, this Resolution as if fully restate herein.

SECTION 2: The Request attached hereto as Exhibit 1, and made a part hereof, is hereby approved.

SECTION 3: That this Resolution shall be in full force and effect on the date approved and passed by the Board of Commissioners of the TINLEY PARK-PARK DISTRICT.

Approved and passed this 21st day of May 2025.

AYES: 5

NAYS: Ø

ABSENT: Ø

ABSTAIN: Ø

TINLEY PARK-PARK DISTRICT

Lisa O'Donovan
President, Board of Park Commissioners

Attest:

[Signature]
Secretary, Board of Park Commissioners

Exhibit 1 RESOLUTION NO 25-R-21

Purchasing Policy Update 2025

The Tinley Park-Park District Board of Commissioners recognizes that materials, supplies, equipment and services required to operate the Park District be procured in a manner that provides for full and free competition among potential suppliers.

Prior to the start of each fiscal year, the Board approves the Park District's budget. In approving the budget, the Board is authorizing the Park District staff to collect and expend funds in the manner and amount that has been approved. The Park District staff should always make purchases that are financially sound and benefit or meet the business needs of the Park District. Staff should never personally benefit from selecting a specific vendor or expending Park District funds.

It shall be the goal and responsibility of the Executive Director, Department Heads and all staff making purchases to ensure that public money is spent efficiently and effectively and in accordance with applicable statutes, regulations, ordinances and Park District policies. To achieve this goal, the following guidelines have been established. The Executive Director, or designee, will be the final authority regarding interpretation and enforcement of any of the provisions contained herein. Failure to follow the procedures outlined in this document, can have ramifications which are detrimental to the Park District. As a result, staff found to be non-compliant with these policies are potentially subject to disciplinary action.

This policy will apply to grants as well, unless the grant agreement specifically outlines different requirements.

Purchasing Guidelines

I. Purchasing Responsibilities

The Executive Director and each Department Head shall:

- A. Act to procure necessary supplies, materials and services for the efficient and effective operation of the Park District at reasonable, preferably the lowest, costs within the guidelines provided.
- B. Endeavor to obtain open competitive bidding on all applicable purchases.
- C. Take advantage of discounts such as bulk buying when reasonable.
- D. Act to procure all Federal and State tax exemptions to which the Park District is entitled.
- E. Cooperate with other personnel to secure the maximum efficiency in purchasing.

II. Budgeted vs Non-Budgeted Items

Budgeted items are defined as those included in the current approved budget of the Park District.

Non-budgeted items are defined as those that were not included in the approved budget of the Park District.

III. Purchasing Limits

- A. The Director will have the authority to approve or make a purchase up to **Bid Limit Set by Section 8-1(c) of the Park District Code** on budgeted items. The Executive Director can spend up to \$20,000 on non-budgeted items without board approval.
- B. Purchases of materials, supplies, and contractual services with the estimated value of less than **Bid Limit Set by Section 8-1(c) of the Park District Code** may be made on the open market without public advertisement, and the requirements of the formal bid procedure are not required.
 - 1. Open market purchases shall be based on three price quotes, whenever possible.
 - 2. Purchases over **Bid Limit Set by Section 8-1(c) of the Park District Code** require Board approval for budgeted items and non-budgeted items over \$20,000.
- C. Emergency purchases are defined as those situations likely to involve the health or safety of Park District users, staff or property which call for immediate action. Emergency purchases shall be made according to the following:
 - 1. The Director shall proceed to employ persons or firms to do the necessary work. Within 48 hours such person or firms shall furnish summation of the work accomplished and state the basis on which it was done.
 - 2. In the Director's absence the Department Head responsible for the area with the emergency situation shall address the emergency as outlined in this procedure policy.
 - 3. The President of the Park Board shall be notified of the emergency, within 24 hours, by the Director or applicable Department Head in the Director's absence.
- D. For all purchases of materials, supplies, and contractual services that exceed **Bid Limit Set by Section 8-1(c) of the Park District Code** a sealed bid will be required.
 - 1. Exceptions to this restriction include contracts for services of individuals possessing a high degree of professional skill, i.e. architects, attorneys, etc.; printing of finance committee reports and departmental reports; printing and engraving bonds, tax warrants and other evidences of indebtedness; utility services; and all other circumstances outlined in the Illinois Statute 70 ILCS 1205/8-1(c). This exemption also includes purchases under 30 ILCS 525 known as the "Governmental Joint Purchasing Act" also commonly referred to within the Agency as "Cooperative Purchasing".
 - 2. A minimum of one public notice will be given at least ten (10) days before the bid date in a newspaper published in the Park District and Park District web page. The newspaper notice required herein will include at a minimum of a brief description of the item to be purchased, where bid packets may be secured, the time and place of bid opening, and rejection rights clause.
 - 3. The purchasing designee shall solicit bids from known responsible prospective suppliers, vendors and contractors.
 - 4. All sealed bids shall be submitted at the place and time specified in the public notice.

5. Bids will be opened by an authorized Park District employees at a public bid opening at which time the contents of the bids must be announced. Bid opening date and time will be specified within bid notice.
 6. Bid deposits shall be furnished in the amount as specified by the bid announcement. Unsuccessful bidders shall be entitled to a full refund within ten (10) days after the award of the contract.
 7. A tabulation of all bid quotes shall be posted and made available for public inspection for at least thirty (30) days afterwards.
 8. The Park Board shall have the authority to reject any or portions thereof of all sealed or quoted bids.
 9. Contracts shall be awarded to the "lowest responsive responsible bidder" whose bid meets the requirements and criteria set forth in the invitation and meets the Park District's established specifications, terms of delivery, quality, and serviceability requirements. In addition to initial purchase price, other considerations will include: the skill of the vendor, capacity of vendor to fulfill the contract in a timely manner, character and experience of the bidder, and ability of the bidder to provide future maintenance and service work, and lifecycle cost.
 10. If the contract is awarded to a bidder other than the lowest, a written statement of reasons shall be prepared and placed into the public record.
- E. Some purchases, such as utilities, are known to fall outside the scope of the above stated limit. Other purchases may consist of purchasing multiple items or include multiple payments which may lead to questions regarding the applicable limit. Questions regarding whether a purchase falls outside the scope of the above stated limit or which limit applies should be brought to the Director for a decision and documented by the purchaser.
- F. During the course of a fiscal year, when a vendor has been paid **Bid Limit Set by Section 8-1(c) of the Park District Code** or more, the vendor should be added to a list of Vendor's paid at least **Bid Limit Set by Section 8-1(c) of the Park District Code**. The list should be submitted to the Board monthly.