



CHAMPAIGN COUNTY PURCHASING POLICY RULES,
REGULATIONS, and PROCEDURES FOR CENTRALIZED PURCHASING

As Adopted by the Champaign County Board
Ordinance No. 897 and
Ordinance No. 902

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***CHAMPAIGN COUNTY PURCHASING POLICY RULES, REGULATIONS, AND
PROCEDURES FOR CENTRALIZED PURCHASING***

I SCOPE & PURPOSE

It is the policy of the Champaign County Board that:

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

II POLICY STATEMENT

It is the policy of the Champaign County Board:

- A. The County's primary objective in purchasing is acquiring the greatest value and, as such, price may be, at times, a secondary consideration.
- B. To make the most efficient use of taxpayers' dollars.
- C. To allow for competitive pricing in the procurement of all goods and services.
- D. To maintain an "Open Door" policy, whereby all responsible suppliers will receive proper consideration.
- E. When the bid process is utilized, the lowest bidder conforming to bid specifications will be given the greater consideration.
- F. When comparable goods and services are available, the supplier with the lowest price will be given greater consideration.
- G. When using either the bid process or normal procurement process, and all other factors being equal; local vendors may receive preference.
- H. Gratuities or gifts, of any types, to County Offices or employees-elected, appointed, salaried or hourly—are prohibited both 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 Champaign County to gain unfair competitive advantage either prior to, during, or after the competitive bidding process.

- J. In order to help provide a stable market for recycled goods, the County of Champaign will make a concerted effort to purchase and use recycled/recyclable/reclaimable goods quoted of comparable quality to County specified requirements and are quoted at a price competitive for the quality specified.

ML CENTRALIZED-PURCHASING

It is the policy of the Champaign County Board that:

- A. All purchases shall be made of the highest quality, only to be restricted by budgetary concerns.
- B. All purchases must be for public use.
- C. In the event that any County employee—elected, appointed, or salaried—desires to provide materials, merchandise, property, services or labor to the County; that person may do so provided that is permissible under the provisions of 111. Rev. Stat, Ch. 102, Sec 3 et. Seq and the procedures specified in the law are followed and that the Champaign County Board has given approval.
- D. The centralized Purchasing activities shall be under the department level supervision of the Administrative Services Department and that the County Administrator shall serve as the County Purchasing Agent. The County Administrator, as County Purchasing Agent, and Administrative Services personnel shall be responsible for establishing administrative procedures and guidelines involved in the processing of purchase requisitions and purchase orders in regard to the purchasing function for Champaign County.

IV. PROCUREMENT OF GOODS/SERVICES

A. PURCHASE REQUISITION

It is the policy of the Champaign County Board:

- 1. That the Purchase Requisition shall be the standard document utilized for the systematic procurement of goods/services for Champaign County.
- 2. The Purchase Requisition, invoice and shipping notice (if applicable), shall be the sole document required for the procurement and payment of goods/services whose monetary value does not exceed \$5,000.00.
- 3. That the Purchase Requisition must have an authorized signature by the requesting department head, or an authorized representative, before it may be processed. The department head, or an authorized representative, on file with the Auditor's office, shall be the only individuals who may sign Purchase Requisitions for their department.

B. PURCHASE ORDER

It is the policy of the Champaign County Board:

1. That Purchase Orders are required when the value of the procured goods/services shall exceed \$5,000.00.
2. That Purchase Orders must have an authorized signature of the County Administrator or an Administrative Services Department employee designated by the County Administrator, before being processed.
3. That goods/services may not be received prior to the encumbering of funds by the Champaign County Auditor's Office.
4. 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. Any items received after November 30th must have a new fiscal year Purchase Requisition completed, indicating the original Purchase Order number.
5. Award of 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 blanket purchase orders issued for each fiscal year involved in the contract service period.

V. TYPES OF PURCHASES

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

A. GOODS/SERVICES EXCEEDING \$5,000 AND LESS THAN \$30,000

1. Shall be submitted to Administrative Services on a Purchase Requisition, including detailed information of item to be purchased.
 - a. For purchases of \$5,000-\$30,000, the department in working with the Administrative Services Department, shall obtain a minimum of three written quotes, and may use a Request for Proposal (RFP) for services, if appropriate. The Purchase Order must include documentation of the quotes obtained.
 - b. For Capital Construction or Facilities Maintenance purchase of \$5,000 - \$30,000, and if the good or service is in a category covered by the Pre-qualified Vendor List maintained by the Facilities Director, the Facilities Director 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 Director shall award the contract by preparing a Requisition for Purchase Order including detailed information of items to be purchased and copies of all quotes received from eligible pre-qualified vendors who provided quotes for the project.

- c. For purchases of \$5,000 - \$30,000, the requirement for three written quotes, as stated in Article V-C-1 (a), 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.
2. Administrative Services Department personnel shall prepare a Purchase Order, after determination of source and price, and submit to the Auditor's Office in order to determine funds availability. If available, funds will then be encumbered by the Auditor's Office.
3. Review of the feasibility of using the bid process for items exceeding \$5,000, but anticipated not to exceed \$30,000, shall be made by the requesting department and/or the Administrative Services Department on a case-by-case basis.

B GOODS TO BE REPLACED THROUGH THE CAPITAL ASSET REPLACEMENT FUND (CARF) FOR GENERAL CORPORATE FUND DEPARTMENTS

1. The county will maintain a Capital Asset Replacement Fund (CARF) for General Corporate Fund Departments for purchases to be made with General Corporate Fund Budgets. Purchases to be included in the CARF fall in the following categories:
 - a. Vehicles. All vehicles, including trailers and mowers, purchased by General Corporate Fund Budgets.
 - b. Computers and Technology. All computers, PC's, printers and radio equipment, regardless of price, shall be replaced and purchased through the CARF. Other technology items to be replaced and purchased through the CARF are those items with individual cost in excess of \$5,000.
 - c. Furnishings and Office Equipment. All items of furnishings and office equipment with individual price in excess of \$5,000 shall be replaced and purchased through the CARF. (All items of office furnishings with individual cost of less than \$5,000 shall be purchased out of department budgets.)
 - d. Items that were scheduled for replacement in the CARF prior to December 1, 2007, will be purchased from the CARF, according to the CARF schedule for

replacement, regardless of the dollar value of those items. However, if the dollar value is less than \$5,000, the item will not be scheduled for future replacement in the CARF, with the exception of items under 1 (b) above.

2. Requests for purchases from the CARF shall be made by individual departments to Administrative Services.
 - a. Administrative Services shall maintain Scheduled Replacement Plans for each General Corporate Fund Department. The Scheduled Replacement Plans shall be reviewed, amended, and verified by the departments each year in the budget preparation process.
 - b. Administrative Services shall verify that each request for purchase from the CARF is a budgeted and scheduled replacement for the fiscal year in which the purchase is requested.
3. Administrative Services personnel shall prepare all purchase requisitions and purchase orders for the purchases to be made by the CARF.
 - a. For purchases of \$5,001 - \$30,000, the Administrative Services Department shall obtain a minimum of three written quotes, and may use an RFP, if appropriate. The Purchase Order must include documentation of the quotes obtained.
 - b. Review of the feasibility of using the bid process for items exceeding \$5,000, but anticipated not to exceed \$30,000, shall be made by Administrative Services on a case-by-case basis.

Section C amended 4/19/2012, Ordinance No. 902

C. PURCHASES AND OTHER GOODS/SERVICES FOR \$30,000 OR MORE 1.

Requirements for Bidding/Competitive Selection Procedure

- a. All purchases of goods or services, with the only exception being professional services, estimated to cost \$30,000, or more, must be let for bid or procured through a competitive selection (Request for Proposal-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 full Champaign County Board.

- d. All meetings and discussions of the award of a bid or contract shall be open to the public and welcome the public's 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 three (3) successive weeks, and, when appropriate, provide notice 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 Champaign County Board to allow for competitive pricing and that the use of the bid system shall be the vehicle by 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 ICLS 510 for selection of architects, engineers and land-surveying 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 specifications from Administrative Services-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 Administrative Services personnel and the Auditor's Office.
- c. Upon completion of preparation of bid/proposal as identified in Steps A and B above, the final review of bids/proposals and approval to release bids/proposals shall be approved by County Board Committee as follows:
 - For bids/proposals related to Facilities projects - County Facilities
 - For bids/proposals related to Highway projects - County Highway
 - For all other bids/proposals - Finance

- d. Bid/proposal package shall be created. Bid/Proposal package shall include:
- Introductory Letter (detailing bid/proposal due date, bid opening date, and all dates of Board meetings scheduled for bid consideration and award).
 - Purchase Order Terms and Conditions
 - Bid/Proposal Specifications and Requirements
 - Bid/Proposal Guidelines
 - Bid/Proposal Quote Sheet
- 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 three (3) successive weeks, 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 the responsibility of the requesting department. Notice should include:
- Bid/Proposal Number
 - The Goods/Services to be Bid/Proposed
 - The Due Date, Time, and Place of Bid/Proposal Opening
 - Date, Time, and Place of All Meetings Scheduled for Bid/Proposal Consideration and Final Award of Bid/Contract.

Annual bid proposal numbers for all bids/proposals shall be maintained by Administrative Services; departments preparing bids/proposals shall obtain annual bid proposal numbers from Administrative Services.

- f. Require a public bid/proposal opening in the Administrative Services Office (or as assigned, if additional space is required) of all submitted bids/proposals.
- g. Analysis of bids/proposals received will be prepared and/or reviewed by requesting department head in cooperation with Administrative Services personnel and submitted by requesting department head to the County Board Committee responsible for the release of the bid/proposal as identified in Step C above prior to the committee's meeting. Analysis shall include a detailed bid/proposal summary and a history of prior awards and business transacted during the prior three (3) years between Champaign County and bidders/proposers.

- h. The County Board Committee responsible for the bid/proposal as identified in Step C above reviews bid/proposal analysis and forwards recommendation for award of bid/contract to the full Champaign County Board for consideration and final approval.
- i. Full Champaign County Board awards all contracts and bids.
- j. After receipt of Purchase Requisition from requesting department, Administrative Services shall issue a purchase order for awarded good/service, if appropriate.
- k. Administrative Services notifies all bidders of the results of award of bid/contract.
- l. After award of contract or bid, original bids/quotes/proposals submitted by vendors will be retained by the requesting department for at least three (3) years, or as required by law.

4. Awarding Purchase Orders/Bids/Proposals/Contracts

It is the policy of the Champaign County Board:

- a. To allow for competitive pricing in securing all goods/services.
 - b. To make the most efficient use of the 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. The County's primary objective in purchasing is acquiring the greatest value and, as such, price may be, at times, a secondary consideration.
 - d. 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 Champaign County.
 - e. In awarding of bids/contracts, the location of the supplier will be considered only when the ability to provide local assistance is critical.
 - f. To maintain an "Open Door" policy giving all viable vendors proper consideration.
 - g. To help maintain stable markets for recycled and recyclable products.
5. Contracts

- a. The State's Attorney's Office may, upon request, review contracts prior to final signature by the County Board Chair.
- b. Contracts shall be signed by the County Board Chair only after all required endorsements to awarded bidders insurance and proof of coverages have been received by Administrative Services and forwarded to the requesting department head for review and retention through the contract service period or until goods/services have been received (or as the law requires).
- c. Contracts for goods/services may be awarded for a one-year period and may be awarded with the option for renewal or extension (dependent upon appropriations) for a total period not to exceed three (3) years from the initial date of award.
- d. All contracts for goods/services which have been approved by the Champaign County Board will be signed by the County Board Chair.

D. AUTOMATED/TELEPHONE EQUIPMENT PURCHASES/CHANGES.

- 1. All automated equipment purchases are to be reviewed, for compliance with Champaign County's automated systems design, development, and needs; and approved by the County Administrator prior to items being purchased. Exceptions will be referred by the County Administrator to the Policy, Personnel, and Appointments Committee for review and approval.
- 2. All telephone equipment purchases or system alterations shall require the approval of the Policy, Personnel, and Appointments Committee. Following approval by the Policy, Personnel, and Appointments Committee, all orders for telephone equipment or system alterations will be placed to the appropriate source by Administrative Services personnel.

VI. EMERGENCY PURCHASES

It is the policy of the Champaign County Board that:

- A. Emergency purchases shall be classified as those purchases, which ensure public health and safety, protect public property, and to limit County liability.
- B. Emergency purchases are subject to the final approval of the Champaign County Board and shall be forwarded by the Auditor's Office to the Champaign County Board prior to the meeting date for final approval.

VII. SURPLUS/OBSOLETE/EXCESS EQUIPMENT/PROPERTY

It is the policy of the Champaign 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 Administrator when they have items no longer in use by the Department.
- C. Upon notification of excess equipment by County Departments, the County Administrator 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. If a Department requests the piece of excess equipment, Administrative Services will provide assistance in moving the equipment to the new office.
 - 2. If the equipment is not relocated within the County, the County Administrator shall arrange for the sale of the equipment through public auction.
- 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) performing arts; or (c) non-profit organizations; at no cost; or
 - 2. Landfill.
- E. The County Administrator 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 Policy, Personnel & Appointments Committee at the January Meeting, documenting the previous fiscal year.
- 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 Champaign County Purchasing Policy Ordinance shall be sold in the operating condition as of the date of sale with no guarantee of future operation or warranty.
- H. No Champaign County elected official or department head shall purchase equipment sold through the Surplus/Obsolete/Excess Equipment Property section of the Champaign County Purchasing Policy Ordinance.

VIII. CREDIT CARD POLICY

A credit card may be obtained by a County department for the efficient operation of the department in regard to charging and payment of business expenses including airfares, lodging, car rental, hotels, other ground transportation, meals, and other miscellaneous expenses that cannot be conveniently paid for by other means.

- A. Eligibility - Champaign County business credit cards may be issued to department heads, for allowable use by that department. Champaign County business credit cards are to be obtained by interested county departments and offices through the Office of the Champaign County Treasurer.
- B. Policy - Champaign County credit cards are issued for the convenience of department heads and their designees. Champaign County credit cards are for business related purchases only.
- C. Procedures
 - 1. Purchasing Limits - All Champaign County departments issued credit cards, are authorized to utilize Champaign County business credit cards for purchases of up to \$5,000 for travel arrangements in compliance with the Champaign County Travel Policy. Purchases of all other goods and/or services, up to \$5,000, that can be made more conveniently through the use of the credit card are also authorized if made in compliance with the Champaign County Purchasing Policy.
 - 2. Tax Exempt Status - Champaign County Department Heads are also required to ensure that vendors are made aware of and provided with Champaign County tax exemption information whenever applicable.
 - 3. Receipts - Receipts for all purchases made on Champaign County business credit cards are to be submitted to the Department Head or his/her designee as soon as practicable after the charge is made; and receipts for all purchases made on Champaign County business credit cards are to be submitted to the Auditor's Office with the monthly payment requisition for reconciliation with account statements.
 - 4. Examples of Allowable Use - Champaign County business credit cards may be used for, but not limited to the following:
 - a. Hotel expenses
 - b. Conference registration
 - c. Business meals
 - d. Car rentals and fuel
 - e. Supplies and equipment, which can be more conveniently purchased through a credit card and whereby tax-exempt purchases can be accomplished.

IX. EXCEPTIONS

It is the policy of the Champaign County Board that:

- A. Although the Champaign County Purchasing Policy Ordinance 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 Champaign County Board over exceptional situations. Purchases beyond the Champaign County Purchasing Policy guidelines, as established in this Ordinance, may be referred by the requesting department head to Policy, Personnel, & Appointments Committee of the Champaign County Board for recommendation of exception to the Purchasing Policy Ordinance to the Champaign County Board for final approval. Resolutions/Ordinances for exception to the Champaign County Purchasing Policy Ordinance shall be prepared by the Administrative Services Department after Policy, Personnel, & Appointments Committee recommendation for County Board consideration.
- B. The Champaign County Nursing Home shall have an exception which covers drugs, food, operational supplies, and items purchased through joint purchasing procedures.
- C. The Regional Planning Commission shall have an exception, in that the Parent Committee shall be considered the Regional Planning Commissioners, for matters concerning purchasing, and final approval shall be made by the Champaign County Board upon the recommendation of the Environment and Land Use Committee.
- D. The Mental Health Board shall be excluded from this policy.
- E. The Highway Department is granted an exception from this policy regarding the Administrative Policies and Standard Specifications for Road and Bridge Construction and adopted by the Illinois Department of Transportation and applicable sections of the Illinois Revised Statutes, which shall prevail in the use of Motor Fuel Tax and County Bridge purchases.
- F. The formal bidding process, as prescribed in the Purchasing Policy Ordinance, 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.
- G. Purchases for materials and services, routinely and repeatedly purchased through the year for Champaign County Highway Department where the amount of the purchase cannot be determined before hand, will not require a Purchase Order even though the amount may exceed \$5,000.00. (Effective immediately)
- H. Written quotations will be an accepted alternate to formal bids for fuel, which is routinely and repeatedly purchased throughout the year by the Champaign County Highway Department even though the amount exceeds \$30,000. (Effectively immediately)

- I. Purchases for food, routinely and repeatedly purchased through the year, by any County Department, will not require a Purchase Order even though the amount may exceed \$5,000.00. (Effective immediately)

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