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## EXPENDITURES

### Purchasing Procedures – Soliciting Prices (Bids and Quotations)

#### **POLICY**

Bidding and quotation procedures and purchasing shall comply with the *School Code*, 105 ILCS 5/10-20.21. In the event of a conflict between this policy and the School Code, the terms of the School Code shall control.

All purchases of and contracts for supplies, materials, equipment, work, and contracts with, private carriers for transportation of pupils involving more than \$25,000 shall, except as defined below, be based on formal bids. Purchases of \$25,000 or less will be based on either formal bids, written quotations or requests for proposals, or oral quotations at the discretion of the Chief Operations Officer.

Exceptions to the bidding process are those specified in law.

All purchases for materials, supplies and equipment service shall be awarded to the lowest, responsible, qualified bidder, consideration being given to the qualities of the articles to be supplied, their conformity with the specifications, their suitability to the requirements of the educational system, the delivery terms and past performance of the vendors.

In the event of an emergency requiring an expenditure of over \$25,000, especially one that concerns health and safety or that would impede the proper conduct of the school system, the administration shall take whatever steps are necessary to alleviate the emergency. The Board should be notified as soon as practicable and the item submitted for formal approval by 3/4 of the members at the next meeting of the Board of Education.

Source: 105 ILCS 5/10-20.21 Contracts

Cross Ref.:   3301 Purchasing Philosophy – General  
                  3302 Purchasing Philosophy – Standardization of Supplies and Equipment  
                  3303 Purchasing Philosophy – Local Purchasing  
                  3304 Purchasing Procedures – Equal Employment Opportunity  
                  3306 Purchasing Procedures – Description of Goods and Services

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