



LAKE COUNTY FOREST PRESERVES  
www.LCFPD.org

Preservation, Restoration, Education and Recreation

**DATE:** April 1, 2019

**TO:** Adam Didech, Chair  
Legislative Committee

Terry Wilke, Chair  
Finance Committee

**FROM:** Alex Ty Kovach  
Executive Director

**RECOMMENDATION:** Recommend approval of a Resolution approving an amendment to the 2019 Legislative Program for the Lake County Forest Preserve District to amend the Downstate Forest Preserve District Act to change the threshold requirement for competitive sealed bidding.

**STRATEGIC DIRECTIONS SUPPORTED:** Organizational Sustainability; Leadership

**FINANCIAL DATA:** There is no immediate financial impact. If the amendment is adopted and the District is successful in then amending the Downstate Forest Preserve Act there will be a significant staff time savings in purchasing equipment and awarding small contracts.

**BACKGROUND:** In November 2018 the Board of Commissioners approved a resolution approving the District's 2019 Legislative Program, which included the language:

**Establish responsible and efficient purchasing/contracting authority, including the ability to use Design-Build contracts.**

Municipalities, park districts, and counties already have such design-build authority. Staff is recommending that this language be amended to read:

**Establish responsible and efficient purchasing/contracting authority, including the ability to use Design-Build contracts as well as increasing the dollar level that triggers the statutory requirement for a sealed competitive bidding process to up to \$50,000.**

In discussing this issue with other Forest Preserve Districts and the District's Finance Department staff, it became apparent that, if we are proposing to amend the section of the Act governing the District's purchasing authority, it may be advantageous to also amend the statutory dollar level that triggers the formal bidding process. That level is currently \$25,000. The level for the county is \$30,000.

Most contracts and purchases under \$50,000 are relatively simple transactions. Going out for formal bids is a time-consuming and staff-intensive process. In most cases, the District's professional purchasing staff would be able to informally solicit and analyze quotes or proposals for this level of project in a matter of days, rather than the weeks it takes to complete the formal competitive bidding process, which requires publishing notice in a newspaper, waiting for sealed bids to be submitted, and analyzing all bids to ensure they are conforming. Staff believes that, for contracts between \$25,000 and

\$50,000 in value, they can still get favorable financial terms for the District, even if utilizing a less formal quote or proposal process (as compared to an advertised, sealed competitive bid process).

This issue was presented to, and discussed by, the Legislative Committee on March 4 and the Finance Committee on March 7. The Committees gave Policy Direction to staff to prepare a resolution amending the Legislative Program to increase the competitive bidding threshold to \$50,000.

**REVIEW BY OTHERS:** Chief Operations Officer, Director of Finance, Corporate Counsel.



**LAKE COUNTY FOREST PRESERVE DISTRICT  
LAKE COUNTY, ILLINOIS**

**A RESOLUTION AMENDING THE ANNUAL LEGISLATIVE PROGRAM FOR 2019  
(COMPETITIVE BIDDING THRESHOLD)**

**WHEREAS**, the Legislative Committee of the Lake County Forest Preserve District (the “District”) Board of Commissioners prepares and recommends the annual Legislative Program for the District in accordance with the District’s Rules of Order and Operational Procedures; and

**WHEREAS**, under the state and federal legislative processes and schedules, it is in the District’s best interests for the Board of Commissioners to review and approve an annual Legislative Program for the District prior to the start of the calendar year in which the Legislative Program will be effective; and

**WHEREAS**, on November 3, 2018, the Board approved a resolution approving a legislative program for 2019 (the “Program”); and

**WHEREAS**, the Legislative Committee and Finance Committee have recommended that the Program be amended to add the following double-underlined/bolded language within the “State Legislative Objectives” of the Program: “Establish responsible and efficient purchasing/contracting authority, including the ability to use Design – Build contracts, **as well as increasing the dollar level that triggers the statutory requirement for a sealed competitive bidding process to up to \$50,000.**” (the “Program Amendment”);

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Lake County Forest Preserve District, Lake County, Illinois, THAT:

**Section 1: Recitals.** The recitals set forth above are incorporated as part of this Resolution by this reference.

**Section 2: Approval of Program Amendment.** The Program Amendment is hereby approved.

**Section 3: Effective Date.** This Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

AYES:

NAYS:

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Angelo Kyle, President  
Lake County Forest Preserve District

ATTEST:

\_\_\_\_\_  
Julie Gragnani, Secretary  
Lake County Forest Preserve District

Exhibit No. \_\_\_\_\_