



# Lake County Forest Preserve District

## General Purchasing Procedures Manual

Approved July 11, 2023

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## 1. AUTHORITY FOR PROCEDURES

Section 3.A of the Purchasing Policy of the Lake County Forest Preserve District (the “District”) adopted on September 13, 2022 (the “Policy”) (attached hereto as *Appendix A*) authorizes the District’s Executive Director, upon recommendation of the Director of Finance and Purchasing Manager, to establish and, from time to time, amend “General Purchasing Procedures”, to be administered by the Purchasing Manager, that are consistent with the Policy and that provide further details and processes for District Purchases.

This Manual includes those General Purchasing Procedures (these “Procedures”). These Procedures do not have the force of law. They are internal guidelines established to assist in the implementation of the Policy and to enhance the efficiency of the District’s purchasing. If users of this Manual have specific questions about a District Purchase that are not answered by these Procedures, they should first consult the Policy and, if questions remain, they should seek direction from their Department Director. If their questions remain unanswered, they should then consult the Purchasing Division of the District Finance Department (“Purchasing”). Capitalized terms used in these Procedures have the same definitions as in the Policy to the extent they are defined in the Policy and not in these Procedures.

## 2. FUNDS

It is a violation of the Policy to approve a District Purchase unless the District’s Budget budgets for, and the District’s Appropriations Ordinance appropriates, the funds for such District Purchase. District funds for a District Purchase are encumbered at the time a requisition for such District Purchase is submitted into the District’s financial system (“Munis”). If sufficient appropriated and budgeted funds are not available when a requisition is created, the requisition should not be entered into Munis. If that occurs, and the requester still desires to make the District Purchase, they must contact the District’s Finance Department to determine next steps. If an employee desiring to submit a requisition has questions concerning the budget or appropriation of funds for a particular District Purchase, they should consult with their Department Director. If questions remain, they should then consult the District’s Finance Department.

An employee desiring to purchase computer or information technology products or accessories that connect with the District’s network or require support by the District’s Information Technology Department (an “IT Purchase”) must obtain approval of that District Purchase from the Information Technology Officer before making or further pursuing that District Purchase.

Be sure to consider the fiduciary responsibility of spending taxpayer dollars when contemplating a purchase.

## 3. OPEN MARKET DISTRICT PURCHASES

As set forth in Section 5.A of the Policy, Open Market District Purchases (i.e., contracts and purchases that are below the Statutory Competitive Bidding Threshold) shall first, wherever practicable, be based on at least three (3) competitive quotes which (i) may include agreed prices provided in advance by Approved Vendors on the Approved Vendor List, (ii) may be obtained by a District employee by any reasonable means (including, but not limited to direct mail, telephone, or email), or (iii) may be invited by a Request for Quotations.

The Project Manager determines (i) in conjunction with Purchasing, whether state law requires the payment of prevailing wages for the project and (ii) what insurance is required following review of the District’s [Guidelines on Certificates of Insurance](#) as found on FERN>Risk Management page.

Quotes and/or quote tabulation shall be entered into the Notes field or attached to the requisition in Munis. A quote that exceeds the Statutory Competitive Bidding Threshold is not eligible for award under this Section. If all responsible quotes exceed the bid limit, the District shall reject all quotes and follow the competitive bidding procedures set forth in the Policy, as explained further in Section 4 below.

The Purchasing Manager, a Department Director or a District employee (if authorized to approve the District Purchase) may determine whether obtaining competitive quotes is “practicable”. It is generally not practicable to obtain competitive quotes for District Purchases (i) less than \$1,000.00; (ii) of Work Requiring Personal Confidence, as defined in Section 1 of the Policy; (iii) of supplies, materials, and work that may be obtained more readily through cooperative

purchasing, as set forth in Section 5.C of the Policy; (iv) of supplies, materials, and work, available only from one supplier, as set forth in Section 5.B of the Policy; (v) necessary to abate an Emergency, as defined in Section 1 of the Policy; (vi) if the delay caused by obtaining quotes would cause delay in the ongoing performance, maintenance, operation, or repair of existing District equipment, structures, property, or programs; or (vii) if the District has obtained, or is obtaining, competitive bids for the District Purchase. If a District employee determines that obtaining competitive quotes is not practicable, the reason shall be included in the Notes field in Munis. If the District solicits quotes and receives fewer than three, the District employee should indicate such in the Notes field in Munis.

The District shall award the contract for the District Purchase to the lowest responsible quoter. In determining which quoter provided the lowest responsible quote, the District employee(s) approving the District Purchase shall use the factors set forth in Section 6.G of the Policy as guidance. If the District employee who executes the contract for the District Purchase determines that it is not in the District's best interests to award the contract to the lowest quoter, the reason shall be included in the Notes field in Munis.

As provided in Section 5.A.3 of the Policy, the Purchasing Manager shall, not less than annually, issue one or more documents identifying Approved Vendors for Open Market District Purchases (collectively, the "[Approved Vendor Lists](#)"). Before approving an Open Market District Purchase from an Approved Vendor, a District employee shall ascertain—based on cost, efficiency, timing, and other relevant considerations—whether such approval will serve the District's best interests.

Note that the District performs periodic reviews of Open Market Purchases to determine if repetitive purchases across Departments warrant competitive biddings and/or Purchasing Authority as outlined in the Policy.

## 4. LARGE DISTRICT PURCHASES

- A. When is Competitive Bidding Required?** As set forth in Section 6 of the Policy, formal, competitive, sealed bidding is required for Large District Purchases (i.e., purchases of supplies, materials, and work over the Statutory Competitive Bidding Threshold) with the following exceptions: (i) Work Requiring Personal Confidence; (ii) Design-Build services or work; (iii) purchases necessary to abate an Emergency; (iv) purchases available from only one "sole source"; (v) purchases made pursuant to statutorily authorized joint, cooperative and surplus purchasing, as set forth in Section 5.C of the Policy (including without limitation, joint or cooperative intergovernmental purchasing that complies with the Governmental Joint Purchasing Act, 30 ILCS 525/0.01 *et seq.*); and (vi) purchases otherwise exempt from such competitive bidding requirements and procedures under state or federal law.
- B. No "Bid Splitting".** Unless it is impractical to do so, the District should aggregate into a single District Purchase all materials, supplies, and work of a single type (e.g., road salt, lawn maintenance) within a single calendar year. If aggregating all materials, supplies, and work of a single type within a single calendar year causes the purchase price to exceed the Statutory Competitive Bidding Threshold, competitive bidding is required, unless one of the above exceptions applies. No District employee may split, divide, or arrange one or more District Purchases with the intent to avoid the competitive bidding requirements of the Policy and the Downstate Forest Preserve District Act, 70 ILCS 805/0.001 *et seq.* Such conduct may constitute bid "splitting" under the Illinois Criminal Code and be punishable thereunder as a Class 3 felony.
- C. Solicitation of Competitive Bids.** For a Large District Purchase contract, Purchasing shall draft and cause to be published a public notice with the contents set forth in Section 6.C.2 of the Policy (the "[Public Notice](#)") that (i) invites sealed competitive bids for the contract and (ii) is published at least once, in the classified legal notice section of at least one newspaper of general circulation within the District, not less than ten (10) business days prior to the last date upon which bids for such contract may be submitted to the District (the "[Advertisement Date](#)"). In addition, the Purchasing Manager or designee may solicit sealed competitive bids by sending a notice directly to prospective bidders that ordinarily provide the supplies, material, or work being purchased. Purchasing identifies prospective bidders from:
- Financial software vendor files
  - Past project bid packages that are similar in scope
  - Project Manager
  - Internet search
  - References from other procurement professionals

The Project Manager, in conjunction with Purchasing, determines (i) the Advertisement Date, (ii) if there will be a pre-bid conference and, if so, its date, time, and location, and (iii) the bid opening schedule. In determining the bid schedule, the Project Manager must take into consideration that the legal advertisement is sent to the newspaper at least three (3) business days before the Advertisement Date. Purchasing maintains confirmation of the legal publication in the bid file.

- D. Compilation of Bid Packages.** Purchasing coordinates with the Project Manager to ensure that a bid package for a project contains all necessary components and that the information in the bid package is complete and accurate. While components of a bid package may differ from project to project, a bid package for a construction contract will generally include, without limitation, invitation to bid, instructions to bidders, bidder's proposal, contract, specifications, drawings, notice and contact information, commencement date, completion date, work site, and sample bonds.

The Project Manager, the Project Manager's Department Director, and the Purchasing Manager collectively decide which type of contract is appropriate for each bid package. The District typically utilizes (a) "short form" bid templates for projects under \$50,000.00; (b) "long form" bid template for projects over \$50,000.00; (c) "professional services" contracts for architectural and engineering and consultant projects; and (d) "design-building" templates for Design-Build projects.

The Project Manager, in conjunction with Purchasing, determines whether state law requires the payment of prevailing wages for the project. The Project Manager is required to forward contract documents to the Manager of Human Resources and Risk to review insurance requirements for adequate coverage relative to the project.

The final bid package should be reviewed by both Purchasing and the Project Manager prior to posting on the District website. A final copy will be provided electronically to the Project Manager. Bid packages should be loaded onto the District website for release on the advertised date.

Bid packages will be available for download on the District website at: <https://www.lcpd.org/purchasing/>. There is no fee for downloading bid packages. A download list is generated by the website provider and is viewable on the website page for that project.

After the District has advertised for bids for a project, if the Project Manager desires to change the project specifications or other components of the bid package, they shall notify Purchasing so that an appropriate addendum can be prepared and published. An addendum may also be issued following the question/answer phase of the bid schedule.

- E. Submission of Sealed Bids.** Competitive Bidders must submit their competitive bids on forms approved by the Purchasing Manager, electronically via the District website, before the time stated in the Public Notice for the opening of bids. The District will not accept bids after the scheduled bid opening time as stated in the Public Notice. Purchasing will not open bids received late.

For construction projects, depending on the value of the work, the Policy may require the Competitive Bidder to submit Bid Security along with the bid. For more information, see Sections 5.F.3.a and 6.D.1 of the Policy. In addition to Bid Security, Competitive Bidders may be required to submit, with their bid, letters from an acceptable insurance carrier and a surety company stating that they will, respectively, provide policies of insurance and execute Performance and Payment Security in the form provided by or otherwise acceptable to the District upon award of the contract to the Competitive Bidder.

- F. Opening of Sealed Bids.** A Purchasing employee, with at least one other District employee present, will open the competitive bids in public and record them on a bid tally sheet. The Purchasing Manager (or their designee), along with one Staff witness, signs the bid tally sheet and posts on the District website. Purchasing will create a spreadsheet identifying each Competitive Bidder and their bids. Purchasing and the Project Manager will review the bids for completeness and accuracy, and refer them to the appropriate District Department for evaluation and recommendation.

- G. Award of Contract.** The District may award a contract to the lowest responsive and responsible bidder. Factors to determine the lowest responsible bidder are enumerated in Section 6.G of the Policy. Purchasing, the Project Manager, and the Department Director will review the bids and the lowest Competitive Bidders' qualifications and references to verify its responsibility and ability to fulfill its obligations under the contract.

## 5. ARCHITECTURAL, ENGINEERING, OR LAND SURVEYING SERVICES

Proposals for Architectural, Engineering, and Land Surveying Services (that are not Exempt Architectural, Engineering, or Land Surveying Services, as defined in Section 1 of the Policy), shall be solicited either (i) if required by 23 CFR 172, the Brooks Act, or other applicable federal or state laws, in accordance with the qualification based procedures attached to the Policy or (ii) in accordance with the Local Government Professional Services Selection Act, 50 ILCS 510/0.01 *et seq.*

Exempt Services are defined in the Policy Section 5.E.2.b.ii and include Services (i) to address an Emergency, or (ii) that cost the same or less than the Statutory Professional Services Price Threshold.

## 6. DESIGN-BUILD

The Department Director with supervisory authority over a Large District Purchase for a public project may determine that it is in the District's best interest to complete the Large District Purchase through a Design-Build contract. The competitive bidding procedures under Section 4 of this Manual will not apply to the District's solicitation of Design-Build proposals or its award of a Design-Build contract. All Design-Build procurements shall be consistent with the Design-Build Act and Section 5.F of the Policy.

When the Department Director determines that a Design-Build contract is in the District's best interests: (i) the Purchasing Manager, at least 14 days before issuing a request for proposals, shall issue a notice of intent to receive proposals and cause such notice to be published by (a) posting the notice online on the District website and (b) publishing the notice in the manner specified in Section 5.F.2 of the Policy. Thereafter, the Department Director and Purchasing Manager shall prepare and post requests for proposals that include all information and evaluation criteria required by the Design Build Act, including scope and performance criteria developed with the assistance of a licensed design professional or public art designer. Proposals will be received and evaluated as follows:

- a. **Phase I Proposals:** Unless the two-phase selection process is combined into a single step as provided in paragraph (c) below, the request for proposals first shall require submission of Phase I proposals relating to the proposer's qualifications. After the Phase I submission deadline, the Department Director and the Purchasing Manager will: (i) evaluate all Phase I proposals received based upon the evaluation criteria specified in the request for proposals, and (ii) create a shortlist of the most highly qualified proposers in accordance with the Design-Build Act. Not less than two, and not more than six, proposers may be shortlisted.
- b. **Phase II Proposals:** The Department Director or Purchasing Manager shall notify the shortlisted proposers in writing and invite them to submit Phase II proposals, which shall include technical and cost submissions and a proposed contract price. The Department Director and the Purchasing Manager shall evaluate all Phase II proposals received based upon the evaluation criteria specified in the request for proposals. After completing the review, the Department Director and the Purchasing Manager will determine which proposer submitted the highest overall ranked proposal for the Design-Building contract.
- c. **Combined Proposals:** To the extent permitted under the Design-Build Act, the Department Director may determine that the two-phase selection process should be combined into one step. In that circumstance, the request for proposals shall require Phase I and Phase II proposals to be submitted simultaneously, with the Phase II cost proposal submitted in a separate, sealed envelope. The Phase I and Phase II proposals will be evaluated separately based upon the evaluation criteria specified in the request for proposals. The Department Director and Purchasing Manager will evaluate all Phase I proposals before opening and evaluating the Phase II proposals. After completing the review, the Department Director and Purchasing Manager will determine which proposer submitted the highest overall ranked proposal for the Design-Building contract.

If required by the Policy based on the value of the work, a request for Design-Build proposals will require each proposer to submit Bid Security with their proposal. In addition, proposers may be required to submit letters from an acceptable insurance carrier and a surety company stating that they will, respectively, provide policies of insurance and execute Performance and Payment Security in the form provided by or otherwise acceptable to the District upon award of the contract to the proposer. For more information, see Section 5.F.3 of the Policy.

After identifying the highest overall ranked proposal for a Design-Build contract, the Department Director and

Purchasing Manager may negotiate with the successful proposer prior to contract approval and execution to the extent permitted by the Design-Build Act. Any such negotiations shall be for the purpose of securing better terms than originally proposed, provided that the salient features of the request for proposals shall not be diminished. The Department Director thereafter may recommend award of the final Design-Build contract to the highest overall ranked proposer, all in accordance with the Design-Build Act.

The Department Director or Purchasing Manager shall give written notice of the final decision regarding award of the Design-Build contract to all entities that submitted proposals.

## 7. BID AWARDS

The Department Director of the requesting Department will draft a memorandum to the relevant Standing Committee(s) recommending the award. If the recommendation indicates it has been reviewed by the Purchasing Manager and/or Finance Director, then the Department Director will ensure that this review has been completed.

Resolutions will be completed as follows:

- a. For District Purchases made through competitive bidding, a competitive proposal process for Work requiring Personal Confidence, a cooperative or intergovernmental purchasing contract, or a competitive proposal process for a Design-Build project, Purchasing will draft a Board resolution or ordinance awarding a contract for the District Purchase.
- b. For all other District Purchases, including those of Work Requiring Personal Confidence and for which there is no competitive procurement process, the Department Director of the requesting Department will draft a Board resolution or ordinance awarding a contract for the District Purchase.

The Department Director will then present the resolution or ordinance and the recommendation memorandum to the Chief Operations Officer and Finance Director for review and approval. The recommendation memorandum will identify, in its financial data section, the account number for the fund of the District's budget that will pay for the District Purchase.

If the appropriate Standing Committee recommends the resolution or ordinance for approval, such resolution or ordinance is presented to the Board at its next regular meeting. Only the Board has the authority to approve a contract for a District Purchase in excess of the Statutory Competitive Bidding Threshold.

If the Board approves a resolution or ordinance

- 1) approving a construction contract based on the District's "long form" construction contract or approving a Design-Building project based on the District's "design-build" contract template, then, within three (3) business days after Board approval, Purchasing will mail a "Notice of Award"; two copies of the contract; Performance and Payment Security, as applicable; and a cover letter to the successful bidder. The cover letter will include a closing date which is ten (10) business days after Board approval. Prior to or on the date of the closing, the bidder must return to Purchasing (i) the two contracts, executed by the bidder (including the contractor's certification); (ii) completed bonds; and (iii) a certificate of insurance. Following the return of the contract documents from the contractor, the District will then execute the two contracts, so that each party may have one original fully executed contract. Purchasing will (i) scan the full contract document, including bonds and insurance and send electronically, along with the Purchase Order, to the Project Manager, (ii) retain one original fully-executed contract, and (iii) mail one original fully-executed contract to the awarded contractor along with the Purchase Order. The District is in the process of reviewing options for secure electronic signatures, which will replace the need for paper copies of the contract documents. The timing for the execution and return of the documents will remain the same as noted throughout this section.
- 2) approving a "short form" contract, Purchasing will obtain signature on the Acceptance Page by the appropriate District employee with authority to execute and then provide an electronic copy to the vendor along with a Purchase Order, as applicable. The "short form" contract, construction or otherwise, and contracts for Work Requiring Personal Confidence will not necessarily require a Notice of Award, or bonds, – whether such documents are required will be determined by Purchasing and the Project Manager in advance of the letting of the contract.

Purchasing retains all bids, quotes, proposals and other records related to District Purchases, which are all subject to the Freedom of Information Act, as required by the Local Records Act, 50 ILCS 205/1 *et seq.*

## 8 REQUISITION AND PURCHASE ORDER PROCEDURES

After a contract for a District Purchase is approved and executed by the District, District employees may make purchases under that contract through the issuance of purchase orders. In addition, for certain smaller, Open Market District Purchases, if Purchasing determines it is appropriate to do so, the contract for such Open Market District Purchase may be a purchase order. Deliveries and requests for payment from District contractors will not be accepted or approved until a purchase order for such deliver and/or payment has been approved. Purchase orders may be issued following completion and approval of a requisition, as provided in this Section.

- A. **Requisition Procedures.** Department employees who have Munis User IDs are authorized to enter requisitions; however, requisitions for IT Purchases should be initiated only by the IT Department. If a Department Director desires to delegate requisition creation/entry to any employee within their Department, they should contact the Finance Department to make arrangements for that employee to receive Munis training and access. When entering a requisition in Munis, employees are to follow the instructions as provided in the “Munis Instructions” document located on FERN>Finance>Purchasing>Purchasing Document & Procedures.
- B. **Purchase Order Procedures.** A purchase order number is assigned by Munis after Purchasing converts the approved requisition into a purchase order. Following conversion, the purchase order will be e-mailed directly to the supplier with the staff indicated on Munis Reference Line being copied. Suppliers are expected to provide the goods and/or services after they receive a purchase order (or purchase order number).

## 9. PAYMENT METHODS, CONTRACT FORMS AND PROCESSING TIME

The following information is given to assist in determining which payment method and which contract form to use for a particular District Purchase.

- A. **Payment Methods:** The preferred method of District Purchases is by P-Card as noted in Sections 9.A.1 and 11 of these procedures. In cases where P-Cards are not accepted or beyond the pre-established maximum spending limits applicable, District employees should follow guidelines in A.2 - A.4 below. It should be noted that temporary increases to P-Card spending limits can be attained by Department Director approval submitted to Purchasing.
  - 1. **P-Card Purchases:** District employees may make District Purchases using their P-Cards, wherein the purchase receipt and any other documentation accompanying such purchase (e.g., a warranty) shall constitute the contract and must be attached to the online banking system website. The District employee shall follow the Purchasing Card Instructions as found on FERN>Finance>Purchasing>Purchasing Documents & Procedures. Prior to use, the District employee must be familiar with the the PCard policy and the approved uses of the pcard. If there are any questions, the Employee should first consult with their Department Director. If questions remain, they should then consult the Finance Department.
  - 2. **Invoice Processing:** For a District Purchase up to and including \$1,000.00, the invoice should be submitted directly to Accounts Payable for processing.
  - 3. **Check Requests:** For District Purchases that require a check (permits, vendor deposits, P-Card not accepted), a check request by an authorized employee is required. Please refer to the Finance Department FAQ, which can be found on [FERN>Finance>Accounting>FINANCE DEPARTMENT Q & A](#).

Check runs occur on Thursday and are dated for Friday; if check requests are fully completed (account codes, approval signatures) and turned in before noon on Wednesday, they may be included in the check run. Please do not wait until the week a check is needed to submit a check request in order to allow for sufficient approval and processing time.

    - a) Up to and including \$1,000.00: The requesting employee shall submit the approved check request directly to Accounting.
    - b) Greater than \$1,000.00: District employee shall first create a requisition as provided in Section 9.A.4 below, and attach an approved check request to the requisition.

The check request will act as the invoice and the receiving copy of the purchase order. To expedite processing, the requisition should indicate ‘Check Request’ in the Description and Ship-To fields. When Purchasing



receives the check request, they will convert the requisition to a purchase order, indicate the purchase order number on the check request and forward to Accounting for payment. In this case, Purchasing will not send out copies of the purchase order to the requesting employee or the payee.

4. **Munis Requisitions:** Munis requisitions must be used for: (a) District Purchases over \$1,000.00; and (b) for District Purchases up to and including \$1,000.00 from vendors that do not currently accept the P-Card as noted in Section 9.A.1 above but require a Purchase Order for order placement.

## B. Forms

The following is a non-exhaustive list of contract forms that may be used for a District Purchase and a brief description of the Department Director's responsibilities in filling out each form.

1. **Purchase Order:** After all information on the requisition has been completed, including any required competitive quotes, the requisition routes for approval, and following full approval is converted to a purchase order by Purchasing. If the District Purchase is not governed by another contract form (such as a "short form," "long form," or "design-build" contract), then the purchase order shall constitute the contract form. If the District Purchase is governed by another contract form, then the purchase order will be only a means of accounting for District funds. Once the purchase order has been converted, appropriate copies shall be electronically distributed to the vendor, and the requesting employee.
2. **Construction and Professional Service Contracts:** Generally (i) construction contracts shall be prepared using the District's "short form" or "long form" construction contracts; (ii) professional service contracts shall be prepared using the District's form professional services contract; and (iii) Design-Build contracts shall be prepared using the District's form design-build project contract. Please be aware of how invoices should be submitted and adjust language within the contract as needed. For example, pay applications are needed for long-form and professional services contracts but not necessarily for short-form contracts where invoices from the vendor may suffice. For more information, please refer to the Finance Department FAQ, which can be found on [FERN>Finance>Accounting>FINANCE DEPARTMENT Q & A](#).
3. **Other Contracts:** The Department Director of the requesting Department, in conjunction with Purchasing, shall determine whether the District's form contract is most advantageous to the District or whether it is more advantageous to use the vendor's form or a modified form of the District's or vendor's form. Purchasing or the Department Director may seek input from Corporate Counsel on which form to use, and the Department Director will determine whether Corporate Counsel will be involved in the negotiation or preparation of the contract.

## C. Time Limits for Processing Orders

1. Purchases below the Statutory Competitive Bidding Threshold: Allow roughly 1 to 3 weeks for any combination of the following: obtaining quotes, requisition entry, approval routing, and purchase order issuance.
2. Request for competitive sealed bids (short form, long form): Allow at least two (2) months from the date that the project is advertised in order to obtain appropriate standing Committee and full Board approval, contract execution and purchase order issuance.
3. Request for proposals/qualifications, statements of interest: Allow minimum of three (3) months from the date the project is advertised in order to obtain appropriate standing Committee and full Board approval, contract execution, and purchase order issuance.
4. Request for Design-Build proposals: Allow minimum of four (4) months from the date the project is advertised in order to obtain appropriate standing Committee and full Board approval, contract execution, and purchase order issuance.

The length of time to process requisitions and convert to purchase orders will depend on the approval routing within Munis and time needed for questions and answers, if applicable, which can take a week or more. Requestors must consider these factors in relation to anticipated processing times.

## 10. INSURANCE AND RISK MANAGEMENT ISSUES

The requesting Department shall review all insurance requirements directly:

- 1) For District purchases under the Statutory Bidding Threshold, the Project Manager should review the District's Guidelines on Certificates of Insurance as found on FERN>Administration>Risk Management page.
- 2) For District purchases greater than the Statutory Bidding Threshold, the Project Manager shall coordinate review of the contract by the Manager of Human Resources and Risk.

For any contract for a District Purchase (regardless of the dollar value) in which the District would undertake any indemnification obligations, the requesting Department must submit the contract to the Manager of Human Resources and Risk for review. Any contract requiring the District to extend Additional Insured status to a vendor requires approval of the Park District Risk Management Agency (PDRMA).

## 11. P-CARD PROGRAM

Pursuant to the Policy, the District has approved P-Card Procedures, as of February 9, 2021 which are separate from these Procedures and which govern District Purchases made with P-Cards. The primary purpose of P-Cards is to streamline the process for certain smaller District Purchases that are necessary to meet the District's immediate and short-term needs. These District Purchases are made using charge cards, and without using the potentially time-consuming requisition, purchase order, or check voucher request processes. If a District employee is making a District Purchase with a P-Card, they must comply with the approved P-Card Procedures. See Section 9 of the P-Card Procedures for examples of the types of authorized purchases found on FERN>Finance>Purchasing>Purchasing Documents & Procedures.

## 12. CHANGE ORDERS AND OTHER CONTRACT MODIFICATIONS

A "Change Order" is any change in a contract term, other than as specifically provided for in the contract, which authorizes or necessitates any increase or decrease in the cost of or the time to complete that contract. Each Change Order must be processed in accordance with Section 8 of the Policy and Section 33E-9 of the Illinois Criminal Code (720 ILCS 5/33E-9) ("Section 33E-9"). Sections 8.A – 8.D of the Policy identify which District employee or public body (Department Director, Standing Committee(s), or Board) is authorized to approve a Change Order.

1. Failure to follow the procedures in Section 8 of the Policy and Section 33E-9 could result in the commission of a Class 4 felony.
2. Change Order requirements apply to contracts of all dollar values, even small contracts. For example, a change in price or completion time to a \$500.00 contract is a Change Order, that must be processed in accordance with Section 8 of the Policy and Section 33E-9.
3. Change Order requirements apply to all types of contracts, not just those that are competitively bid. For example, if the District awarded a consulting contract without competitive bidding because it included Work Requiring Personal Confidence, and the District desires to amend the contract to increase the scope of work and the contract price, that amendment may be accomplished only by a Change Order.
4. When processing a Change Order, utilize the **TEMPLATE – Change Order Worksheet** and the **Change Order Form** found on FERN.

## 13. RECEIVING, INSPECTION AND PAYMENT

Each District Department is responsible for receiving the supplies and materials that it orders. **Immediately** upon their receipt of such supplies and materials, Department personnel should review the purchase order, freight receipt, or other document evidencing delivery (the “Delivery Receipt”) and inspect the supplies and materials for damage, quantity, and compliance. The receiving personnel should proceed as follows:

- If there is significant apparent damage to the carton, or damage to the supplies or material is suspect or likely, refuse the shipment.
- If there is minor apparent damage to the carton or its contents, determine the extent of the damage and note it on the Delivery Receipt.
- If an adjustment is necessary (e.g., refund, replacement, repair, etc.), notify the vendor.
- If damage to the supplies or materials is found upon later inspection, notify the freight carrier and the vendor as soon as possible.
- If the quantity delivered or invoiced does not equal the amount ordered on the District’s purchase order, note this on the receipt or packing slip, and notify the vendor.
- If the supplies or materials delivered do not (i) match the supplies or materials ordered or (ii) meet specifications, the requisitioner must follow up with and contact vendor to resolve the deficiency.
- If there is difficulty in dealing with a vendor or if resolution is not expeditious, contact Purchasing.
- Upon completion of the inspection, forward a copy of the purchase order to Accounts Payable noting approval so that it can be matched to the vendor’s invoice for proper payment.

## 14. YEAR-END PURCHASE PROCEDURES

District Departments are encouraged to (i) plan their purchasing requirements through the end of each year and (ii) submit requisitions for desired purchases well in advance of the end of the year, taking into account the expected timing to process requisitions as provided in Section 9.C above so that (a) their requisitions can be processed in the then-current year and (b) District funds can be encumbered during the then-current year. All requisitions created for goods and services must be entered by the date set by the Finance Department (roughly the second Monday of December) and products/services **MUST** be received/completed (product in hand, services fully completed/closed out) no later than December 31<sup>st</sup> each year. Accounting must receive invoices for current year processing no later than January 15<sup>th</sup> of the following year. These purchase orders cannot carry over. The only purchase orders that carry over are CIP (Capital Improvement Projects) and/or at the discretion of the Finance Director. If goods or services, other than CIP, are received after December 31, they will be recorded in the following fiscal year according to standard accounting practices to which the District must adhere.

## 15. CONSULTANT DISCLOSURE STATEMENT

Per Section 5.G of the Policy, each Consultant that submits a proposal for a contract or change order that requires Board or Committee approval, needs to complete the Consultant Disclosure Statement.

The Consultant/Vendor should fully complete and execute the Consultant Disclosure Form during the proposal evaluation phase. This form is not part of the contract but should be included with recommendation/resolution Board/Committee information.

The Consultant Disclosure Statement is located in OnBase Unity Client, under Forms.

See Section 5.G of the Policy for requirements, use, and exceptions for this Consultant Disclosure Statement.

## 16. VENDOR PROFILE FORM

Purchasing developed a Vendor Profile Form to gather the information required by 35 ILCS 200/18-50.2, including the following:

- Whether the vendor or contractor is a minority-owned, women-owned, or veteran-owned business, as defined in the Business Enterprise for Minorities, Women, and Persons with Disabilities Act;
- Whether the vendor or contractor holds any certifications for such categories, or whether they are self-certifying; and
- If the vendor or contractor self-certifies, whether they qualify as a small business under the federal Small Business Administration standards.

Purchasing issues the Vendor Profile Form to all vendors and contractors doing business with the District and sends the form to all new vendors or contractors with their first purchase order and/or contract. Vendors or contractors that have a continuing business relationship with the District will be asked to update their Vendor Profile Form on an annual basis.

Following receipt of completed Vendor Profile Forms, Purchasing compiles the data reported and publishes it on the Purchasing page of the District's official website.

The following definitions apply for purposes of reporting and collecting the vendor profile data required by this Section:

*Minority-Owned Business* – A business which is at least 51% owned by one or more minority persons [as defined in 30 ILCS 575/2(A)(1)], or in the case of a corporation, at least 51% of the stock in which is owned by one or more minority persons; and the management and daily business operations of which are controlled by one or more of the minority individuals who own it. See 30 ILCS 575/2(A)(3).

*Women-Owned Business* – A business which is at least 51% owned by one or more women [as defined in 30 ILCS 575/2(A)(2)], or in the case of a corporation, at least 51% of the stock in which is owned by one or more women; and the management and daily business operations of which are controlled by one or more of the women who own it. See 30 ILCS 575/2(A)(4).

*Veteran-Owned Business* – A business which is at least 51% owned by one or more veterans, or in the case of a corporation, at least 51% of the stock in which is owned by one or more veterans; and the management and daily business operations of which are controlled by one or more of the veterans who own it.

The definition of “small business” under U.S. Small Business Administration standards varies by industry. Federal business size standards are available at:

<https://www.sba.gov/document/support-table-size-standards>

## Appendix A

### LAKE COUNTY FOREST PRESERVE DISTRICT PURCHASING POLICY

Adopted

September 13, 2022

LAKE COUNTY FOREST PRESERVE DISTRICT