

Operational Services

Purchases and Contracts

The Superintendent shall manage the District's purchases and contracts in accordance with State law, the standards set forth in this policy, and other applicable Board policies or administrative regulations.

All purchases and contracts shall be entered into in accordance with State law. The General Counsel shall review all contracts as needed regarding the legal requirements for purchases or contracts and must be consulted in the event the administration seeks to accept a bid from an individual or entity that is not the lowest bidder.

Contracts must be reviewed by General Counsel.

All purchases and contracts should support a recognized District function or purpose as well as provide for good quality products and services at the lowest cost, with consideration for service, reliability, and delivery promptness, and in compliance with State law. No purchase or contract shall be made or entered into as a result of favoritism, extravagance, fraud, or corruption. In the event a bid is recommended to the Board from an individual or entity other than the lowest bidder, the administration shall submit a written rationale to the General Counsel and the Board in support of this recommendation.

Adoption of the annual budget authorizes the Superintendent or designee to purchase budgeted supplies, equipment, and services, provided that State law is followed. The "Budget Attachment", also referred to as "Budgeted Contracts Over \$25k-Attachment A", is a list of budgeted supplies, equipment and services, which must: a) be purchased via contract and; b) have been included within the tentative annual budget. To be presented as a part of the Budget Attachment, contracts must also meet the following criteria: (1) the District previously participated in a contract with the same vendor; (2) for the same or similar services and/or products; and (3) the lapse in time from the expiration date of the prior contract does not exceed 24 (twenty-four) months.

Purchases of items not included in the budget require prior Board approval, except in an emergency.

Contracts not included in the Budgeted Contracts Over \$25k-Attachment A or Budget Attachment require prior approval by the Board for amounts in excess of \$25,000. When presenting a contract or purchase for Board approval, the Superintendent or designee shall ensure that it complies with applicable State law, including but not limited to, those specified below:

1. Supplies, materials, or work involving an expenditure in excess of \$25,000 must comply with the State law bidding procedure, 105 ILCS 5/10-20.21, unless specifically exempted.
2. Construction, lease, or purchase of school buildings must comply with State law and Board policy 4.150, *Facility Management and Building Programs*.

3. Guaranteed energy savings must comply with 105 ILCS 5/19b-1 et seq.
4. Third party non-instructional services must comply with 105 ILCS 5/10-22.34c.
5. Goods and services that are intended to generate revenue and other remunerations for the District in excess of \$1,000, including without limitation, vending machine contracts, sports and other attire, class rings, and photographic services, must comply with 105 ILCS 5/10-20.21. The Superintendent or designee shall keep a record of: (1) each vendor, product, or service provided, (2) the actual net revenue and non-monetary remuneration from each contract or agreement, and (3) how the revenue was used and to whom the non-monetary remuneration was distributed. The Superintendent or designee shall report this information to the Board by completing the necessary forms that must be attached to the District's annual budget.
6. Any contract to purchase food with a bidder or offeror must comply with 105 ILCS 5/10- 20.21(b-10).
7. The purchase of paper and paper products must comply with 105 ILCS 5/10-20.19c and Board Policy 4.70 *Resource Conservation*.
8. Each contractor with the District is bound by each of the following:
 - a. In accordance with 105 ILCS 5/10-21.9(f): (1) prohibit any of its employees who is or was found guilty of a criminal offense listed in 105 ILCS 5/21B-80 to have direct, daily contact at a District school or school-related activity with one or more student(s); and (2) require each of its employees who will have direct, daily contact with student(s) to cooperate during the District's fingerprint-based criminal history records check on him or her.
 - b. In accordance with 105 ILCS 5/24-5: (1) concerning each employee who begins providing services in the District after June 16, 2014, provide the District with evidence of physical fitness to perform the duties assigned and freedom from communicable disease if the employee will have direct, daily contact with one or more student(s); and (2) require any new or existing employee who has and will have direct, daily contact with one or more student(s) to complete additional health examinations as required by the District and be subject to additional health examinations, including tuberculosis screening, as required by the Illinois Department of Public Health rules or order of a local health official.

The Superintendent or designee shall implement administrative regulations consistent with this Policy and state law.

The Superintendent or designee shall manage the execution of District contracts, including: (1) complying with the requirements concerning listing certain expenditures in the Annual Statement of Affairs, (2) listing on the District's website all contracts in excess of \$25,000 and any contracts with an exclusive bargaining representative, and (3) monitoring the discharge of contracts, contractors' performances, and the quality and value of services or products being provided.

The Rockford Public School District is an Equal Opportunity Employer and the

Superintendent shall encourage bids or proposals from any company or individual regardless of race, gender, national origin, religion, or age.

LEGAL REF.: 105 ILCS 5/10-20.19c, 5/10-20.21, 5/10-21.9, 5/10-22.34c, and 5/19b-1 et seq. and 5/24-5; 820 ILCS 130/0.01 et seq.

CROSS REF.: 2.170, 2.172, 2.100, 4.150, 4.70

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