

ILLINOIS CENTRAL COLLEGE

Purchasing Overview

- [Purchasing Guidelines](#)
- [Restricted Purchases](#)
- [Bidding Process](#)
- [Specifications](#)
- [Bid Analysis](#)
- [Board Approval](#)
- [Direct Purchases](#)
- [Contracts](#)
- [Purchasing Consortiums](#)
- [Vendor Selection](#)
- [Furniture Requisition \(new and used\)](#)
- [Surplus Property](#)
- [Office Supplies](#)
- [Conflict of Interest](#)
- [Gifts from Vendors](#)

PURCHASING GUIDELINES

The Purchasing department will conduct all purchasing transactions for the college. They will establish practical and efficient office procedures, records and systems that provide efficient acquisition of supplies, equipment and services for all programs. The Purchasing department will maintain a system of warehouse inventory control and account for available office equipment and supplies. In addition, they will coordinate the disposal of surplus and obsolete property.

The Purchasing department's goal is to provide excellent service to College departments while complying with applicable laws and guidelines. In an effort to provide an open, fair, and transparent procurement environment, all formal communications with vendors should be conducted through the Purchasing department. In discussions with vendors, employees are reminded that only the Purchasing department has the authority to commit the expenditure of board funds for supplies, equipment and services.

Per section 3-27.1 of the Public Community College Act, it is the responsibility of the college to purchase the correct item of the desired quality at the best possible price. Price alone, or quality alone, are not valid determinants. Each factor must be weighed in relation to the other. Where quality, delivery and past service are equal, purchases shall be made from the lowest responsible vendor. There are several options available when competitively purchasing goods or services.

- **Small Purchases – Goods and Services (Up to \$5,000)**
Small purchases up to \$5,000 are to be processed using standard purchase order requisition and procurement card procedures.
- **Request for Quotation – (\$5,000 - \$24,999)**
Competitive written quotations must be secured from three responsible vendors on any item, group of items or services ranging in cost from \$5,000 to \$24,999.
- **Invitation to Bid – (over \$25,000)**
Purchases of any item, group of items or services over \$25,000 require an official invitation to bid. The award is made to the lowest responsible and responsive bidder. This is the preferred method of public procurement. The Invitation to Bid is most advantageous when clear, understandable specifications are available.

- **Request for Proposal**

A Request for Proposal (RFP) is typically used when price is a secondary factor in an evaluation. With limited exception, RFPs are not allowed on purchases over \$25,000. RFPs may also be used where performance or characteristic specifications are not easily defined. With RFPs a “need” is stated and the bidders respond with a product or service to meet the need.

RESTRICTED PURCHASES

- **Computer Hardware & Printers** – Purchases of computers, tablets, printers, A/V equip, etc. must be coordinated through Technology Services.
- **Software** – Purchases of software for the College must be coordinated through Technology Services.
- **Furniture** – Purchases of furniture must be coordinated through Purchasing Dept.
- **Office Supplies** – Purchases of office supplies must be coordinated through the Bookstore
- **Printing Orders** – Purchases of printing services and copy equipment must be coordinated through Document Services.
- **Promotional Items, Marketing Materials & Advertising** – Marketing materials must be approved through Marketing Department

BIDDING PROCESS

When it is necessary to secure a formal bid, the purchasing department will prepare the bidding documents and initiate the formal bidding process:

1. The requesting department shall complete a Request to Bid found on ICCNET <https://iccnet.int.icc.edu/> under Purchasing. Complete all information requested. Attach a copy of the bid specifications and a list of vendors. The Request to Bid form includes administrative and VP approvals which are required before bids can be mailed out.
2. A legal notice, describing the bid, must be placed in a newspaper of local distribution ten (10) days prior to the established bid date. Bids are mailed out to vendors within three working days. Vendors are given up to three weeks to respond to bid requests. Bids are normally scheduled to open sometime during the last week of the month or sometime during the first week of the following month. Board meetings are the third Thursday of the month unless noted. Board packets, which include bid recommendations, are mailed out the Thursday prior to the board meeting.
3. Bids are opened by a member of the Purchasing department at a public bid opening, at which time the contents of the bid must be announced. Bid initiators or their administrator are invited to the bid opening, but not required to attend.
4. Following bid opening, bids documents and a bid recap are scanned and forwarded to the bid initiator and their administrator for review. Upon receipt of the bids and prior to submitting to the Board, departments will make selections and submit their recommendation to the Purchasing department. The bid initiator can complete the recommendation, but administrative approval is required.

SPECIFICATIONS

A specification is an accurate description of material to be purchased or a service required. In a formal public bid (over \$25,000), the specification is of critical importance in determining the type and quality of goods received as the law requires acceptance of the lowest responsible bid meeting specifications. It is essential that specifications be clear and complete. It is also desirable that the specifications be as nonrestrictive as possible to allow a maximum number of bid responses.

The two basic types of specifications are technical and performance specifications. Technical specifications may be prescriptive or descriptive in nature and define exactly how a product is constructed. Performance specifications define how a product must function over a specific time and with specific use. These two types of specifications are not exclusive and often are used together.

BID ANALYSIS

Bids are analyzed by the purchasing department and the originator/administrator of the request to determine which vendor is the lowest responsible bidder. In determining the “lowest responsible bidder,” the purchasing department shall consider:

The ability, skill and capacity of the bidder to perform the required service.

The ability of the bidder to perform the contract or provide the service promptly, within the time specified, and without delay of interference.

The character, integrity, reputation, judgment and experience of the bidder.

The quality of performance of previous contracts or services.

The previous and existing compliance by the bidder with laws and ordinances relating to the contract or services.

Sufficient financial resources and ability of the bidder to perform the contract or provide the service.

The ability of the bidder to provide future maintenance and service for the use of the subject of the contract.

BOARD APPROVAL

After the bid is analyzed, the purchasing department will prepare a Purchase Report including bid tabulation together with recommendations for award and presented to the Board for approval at the next scheduled meeting.

DIRECT PURCHASES

Purchase of new equipment over \$25,000 and not being bid are direct purchases. A direct purchase is allowed if the equipment is only available from one vendor, and only that vendor’s product will fulfill the user’s requirements. Direct purchases must still be presented to the Board of Trustees for approval; therefore, a sole source justification form is available on the ICCNET <https://iccnet.int.icc.edu/> under Purchasing which should be used to provide an explanation of expenditure and recommendation. This form must be forwarded to Purchasing for inclusion on the monthly purchase report. Recommendations must be received in the Purchasing department by the Monday prior to the board packet mailing. The board mailing is the second Thursday of the month unless otherwise noted.

CONTRACTS

Contracts: to award contracts for purchase of supplies, materials or work involving an expenditure in excess of \$25,000 to the lowest responsible bidder, considering conformity with specifications, terms of delivery, quality and serviceability, after due advertisement. The following contracts do not require bidding:

1. Contractors for the services of individuals possessing a high degree of professional skill where the ability of fitness of the individual plays an important part.
2. Contracts for the printing of finance committee reports and department reports.
3. Contracts for the printing and engraving of bonds, tax warrants and other evidences of indebtedness.
4. Contracts for the purchase of perishable foods and perishable beverages.
5. Contracts for materials and work which have been awarded to the lowest responsible bidder after due advertisement, but due to unforeseen revision, not the fault of the contractor for materials and work, must be revised causing expenditures not in excess of 10% of the contract price.
6. Contracts for the maintenance or servicing of, or machine parts for, equipment which are made with the manufacturer or authorized service agent of that equipment where the provision of parts, maintenance, or servicing can best be performed by the manufacturer or authorized service agent.
7. Purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and interconnect equipment, software, and services.
8. Contracts for duplicating machines and supplies
9. Contracts for the purchase of natural gas when the cost is less than that offered by a public utility.
10. Purchases of used equipment owned by some entity other than the district itself.
11. Contracts for repair, maintenance, remodeling, renovation, or construction, or a single project involving expenditure not to exceed \$50,000 and not involving a change or increase in the size, type, or extent of an existing facility.
12. Contracts for goods or services procured from another governmental agency.
13. Contracts for goods or services which are economically procurable from only one source,
14. Contracts for utility services such as water, light, heat, telephone.
15. Where funds are expended in an emergency and such emergency expenditure is approved by $\frac{3}{4}$ of the members of the board.

PURCHASING CONSORTIUMS

Illinois Central College is a member of various purchasing consortiums. These consortiums offer volume pricing discounts on many products and services used by the College. Be sure to request consortium pricing when researching potential purchases or requesting quotes from companies. A complete list of Purchasing consortiums and contracts can be found on the ICCNET <https://iccnet.int.icc.edu/> under Purchasing.

VENDOR SELECTION

It is the responsibility of the purchasing department to select vendors with whom the institution does business.

When making a purchase or accepting bids, a vendor wishing to participate should be allowed to do so. However, there may be situations where the purchasing official may wish to review the qualifications of the vendor in order to confirm that the vendor is capable of performing. This may be done prior to the purchase or the bid. By pre-qualifying vendors, the college and the vendors will both know who is eligible to participate. Vendors may be removed from the bidder's list when, in the judgment of the purchasing department, their retention is serving no useful purpose. In disqualifying a potential supplier either from the bidders' list or from other business, the purchasing department will document the reasons for disqualification. To this end, complaints about vendors shall be made in writing and files maintained by the purchasing department.

FURNITURE REQUISITIONS (NEW AND USED)

All new furniture requests including window coverings must be initiated through the Purchasing Department. Requests should be included on a capital request form through the annual budget process and approved by the appropriate Vice President.

The Purchasing department has established furniture standards for office furnishings and classrooms. Lounges, study areas and common spaces are updated as funding becomes available.

At any time during the year, additional used furniture can be requested through the purchasing department. Send all requests via e-mail to the Purchasing Coordinator. An inventory of used furniture is stored in the warehouse on the main campus and can be requisitioned with approval from the appropriate administrator. Requests are processed through the CMMS system (Computerized Maintenance Management System) and delivered by General Operations staff. For assistance with the CMMS, contact the Building Maintenance Department, ext. 5134.

Departments with furniture they no longer need or want should notify the Purchasing Department via e-mail which will issue a request through CMMS for pick-up.

SURPLUS PROPERTY

All surplus property must be reported to the Purchasing department.

- Departments must notify the Purchasing Department in writing prior to the disposal of surplus property. Obtain an "Equipment Disposal Form" found on the ICCNET <https://iccnet.int.icc.edu/> under Purchasing and complete for each surplus item.
- Return completed form to the Purchasing Department. The decision to utilize this equipment in another area of the college will be made at this time.
- Upon receipt of an Equipment Disposal Form, General Operations will be notified to collect and store the surplus equipment.

- Any items not utilized in another area of the college will be offered for sale by one or more of the following methods:
 - ICC Online Surplus Equipment Store – store is ongoing. Items are continually updated and are available for purchase by employees, students, and the community.
 - To employees through the ICCNET by sealed bids – a notice will be posted on E-News and sent to all departments explaining the rules and procedures for procuring these items.
 - Through E-Bay
 - General Sale or Auction

All proceeds received from the sale of surplus equipment will be deposited in the Miscellaneous Revenue account unless directed otherwise by the Vice President of Administration and Finance.

In instances when the equipment has been purchased with federal funds, additional restrictions and procedures may apply. Please contact the Controller for additional information.

OFFICE SUPPLIES

All purchases for office supplies will be ordered by the Bookstore Staff. This includes all office supply items previously purchased on VISA credit cards or items reimbursed on petty cash vouchers.

Centralizing procurement of supplies results in reduced costs because of larger volume purchasing and increased price competition with vendors.

General Stores items are available for purchase in the bookstore or departments can complete an on-line form available on the ICCNET under Bookstore. Any office supply items not currently available for purchase in the bookstore can be requested by completing a Bookstore requisition form also available on-line on the ICCNET. Departments should anticipate a two to three day delivery schedule for General Stores and four to five days for special bookstore orders.

Monthly statements will be mailed out and charges processed monthly by the Accounting Department.

CONFLICT OF INTEREST

Full-time employees of Illinois Central College District 514 shall avoid any conflict between their personal interest and the interests of the College in dealing with vendors, contractors, or any organization or individual seeking to do business with the College (Article V. Section 19 Bylaws of the Board of Trustees of Illinois Central College).

Departments that desire to purchase commodities, equipment, or services from an employee or members of an employee's immediate family must prepare and submit a Letter of Justification. The department will be required to justify the transaction as "essential" to operations if the purchase is from an employee. If the purchase is from the employee's immediate family, the department will be required to justify the transaction as "beneficial" to operations.

GIFTS FROM VENDORS

Except as permitted by this Article, no officer or employee, and no spouse of or immediate family member living with an officer or employee (collectively referred to herein as “recipients”), shall intentionally solicit or accept any gift from any prohibited source, as defined herein, or which is otherwise prohibited by law or ordinance. No prohibited source shall intentionally offer to make a gift that violates this Section (Article 10. Section 10-1 Bylaws of the Board of Trustees of Illinois Central College).

Section 10-2. Exceptions. Section 10-1 is not applicable to the following:

1. Opportunities, benefits, and services that are available on the same condition as for the general public.
2. Anything for which the officer or employee, or his or her spouse or immediate family member, pays the fair market value.
3. Any (i) contribution that is lawfully made under the Election Code or (ii) activities associated with a fundraising event in support of a political organization or candidate.
4. Educational materials and missions.
5. Travel expenses for a meeting to discuss business.
6. A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, step sister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual’s spouse and the individual’s fiancé or fiancée.
7. Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (i) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (ii) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (iii) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other officers or employees, or their spouses or immediate family members.
8. Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are (i) consumed on the premises from which they were purchased or prepared or (ii) catered. For the purposes of this Section, “catered” means food or refreshments that are purchased ready to consume which are delivered by any means.
9. Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of an officer or employee), if the benefits have not been offered or enhanced because of the official position or employment of the officer or employee; and are customarily provided to others in similar circumstances.
10. Intra-governmental and inter-governmental gifts. For the purpose of this Act, “intra-governmental gift” means any gift given to an officer or employee from another officer or employee, and “inter-governmental gift” means any gift given to an officer or employee by an officer or employee of another governmental activity.
11. Bequests, inheritances, and other transfers at death.

12. Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.

13. Any item or items provided by Illinois Central College in support of the employee's or officer's discharge of official duties.

Each of the exceptions listed in this section is mutually exclusive and independent of every other.