



TITLE 1 - CHAPTER 2  
PURCHASING ORDINANCE

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1 TCC 2-1 Purchase of Goods and Services

No purchase of goods or service shall be made unless sufficient funds have been appropriated by the County Board.

1 TCC 2-2 Competitive Bidding

Revised  
E-11-84  
09-28-11

(a) Condition for Use. All purchases for goods and services, in an amount of **\$30,000 or an amount set by State statute** except as otherwise provided herein, must utilize competitive bidding, as required by 55 ILCS 5/5-1022.

(b) Invitation for Bids. An invitation for bids shall be issued, and shall include specifications, bid evaluation requirements, and all applicable contractual terms and conditions in a form as reviewed and approved by the States' Attorney's Office and the County Auditor. Bid specifications shall be recommended to the parent committee by the requesting Department Head and shall describe clearly the goods and services to be contracted, but shall not be drawn so narrowly as to preclude or diminish competition. A copy of invitations shall be sent to the Auditor.

(c) Public Notice. Public notice of the invitation for bids shall be made. Such notice shall include publication in a newspaper of general circulation within the County not less than ten (10) calendar days prior to the date set forth therein for the opening of bids.

(d) Bid Opening. Sealed bids must be written and shall be opened publicly in the presence of at least three of the following County Officials: Requesting

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Department Head; Assistant Department Head; County Administrator; Assistant States' Attorney; Auditor; and Chairman or member of parent committee, when applicable. Sealed bids shall be opened and read at the time and place designated in the invitation for bids. At a minimum, the amount of each bid, and the extent to which each bid conforms to the evaluation criteria, together with the name of each bidder shall be recorded in the form of a bid summary. The summary and each bid shall be open to the public inspection.

(e) Late Bids. No bids received after the specified time in the bid information will be considered. It is the bidder's responsibility to see that the bid is delivered at the time and place specified.

(f) Bid Evaluation. Bids shall be evaluated based on the requirements set forth in the invitation for bids, which may include criteria to determine bid acceptability such as prior related work experience, workmanship, suitability of the item bid for the purpose intended, discounts, transportation costs, and the total or life cycle costs. No criteria may be used in bid evaluation that is set forth in the invitation for bids.

(g) Correction or Withdrawal of Bids. Correction or withdrawal of inadvertently erroneous bids before or after bid opening may be permitted where appropriate. Mistakes discovered before bid opening may be modified or withdrawn by written or electronically transmitted notice received in the office designated in the invitation for bids prior to the time set for bid opening. After bid opening, corrections in bids shall be permitted only to the extent that the bidder can show by clear and convincing evidence that a mistake was made, the nature of the mistake and the bid price actually intended. After bid opening, no changes in bid prices or other provisions of bids prejudicial to the interest of the County or fair competition shall be permitted. In lieu of bid correction, a low bidder alleging a material mistake of fact may be permitted to withdraw its bid if:

(1) The mistake is clearly evident on the face of the bid document but the intended correct bid is not similarly evident; or

(2) The bidder submits evidence which clearly demonstrates that a mistake was made.

(h) Bid Award. The bid evaluation summary will be submitted to the requesting department's parent committee, who will review the analysis and forward its recommendation for award to the full Tazewell County Board for consideration. The Tazewell County Board and/or the Internal Control Officer who initiated the bidding process reserves the right to accept or reject any and all bids, or waive

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any informalities in bidding. After receipt of bids and completion of the review process, Tazewell County and/ or the Internal Control Officer who initiated the bidding process may award a contract to the lowest responsive and responsible bidder that in its judgment will provide a combination of the best services and the lowest cost for the privileges and rights to be granted pursuant to the terms of the contract to be entered into between Tazewell County and/or the Internal Control Officer who initiated the bidding process and the successful bidder.

### 1 TCC 2-3 Inter-Agency Joint Purchasing

(a) Inter-Agency Joint Purchasing Authorized. Subject to applicable State statutes, Tazewell County may either participate in, sponsor, conduct, or administer a cooperative purchasing agreement for the purchase of goods, services, or construction with one or more public entities in accordance with an agreement entered into between or among the parties. Such cooperative purchasing may include joint or multi-party contracts between public units and open-ended State purchasing contracts, which are made available to other public units.

### 1 TCC 2-4 Purchase of Professional Services under Qualifications Based Selection

(a) Conditions for Use. Whenever professional services are required and Tazewell County does not have an existing satisfactory relationship for services of the requisite type, or except in the case of an emergency, purchases of professional services of \$25,000 or more shall be made in accordance with qualifications based selection requirements as found the State of Illinois Local Government Professional Services Selection Act.. Types of professional services subject to these requirements include: Engineers; Architects; and Land Surveyors.

(b) Invitation to Submit Qualifications. A Statement of Interest and a Request for Qualifications shall be issued, and shall include a description of the scope of services to be rendered as approved by the requesting Department Head, evaluation requirements, and all applicable contractual terms and conditions in a form as reviewed and approved by the States' Attorney's Office and the County Auditor.

(c) Notice. Whenever professional services are required and Tazewell County does not have an existing satisfactory relationship for services of the requisite type, an advertisement shall be placed in a secular daily newspaper of general circulation in Tazewell County. The advertisement shall request a statement of interest in the specific project and statements of qualifications from any firms that have not yet filed statements of qualifications with Tazewell County government.

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The advertisement shall state a specific day, hour and place the statements are due. A copy of the notice shall be sent to the Auditor.

(d) RFQ Review. Statements of Qualifications must be in writing and shall be reviewed by at least three of the following County Officials: Requesting Department Head; Assistant Department Head; County Administrator; Auditor; Assistant States' Attorney; and Chairman or member parent Committee, when applicable. At a minimum, the submitter's qualifications, and the extent to which each Statement of Qualifications conforms to the evaluation criteria, together with the name of each submitter shall be recorded in summary form. The summary and each Statement of Qualifications shall be open to public inspection.

(e) Evaluation of Qualifications. Evaluations shall be based on the requirements set forth in the RFQ, which may include criteria to determine acceptability such as their perceived competence and expertise relative to the project, the cost of their services, their ability to complete work within a required time frame, their past record in performing similar work, and their ability to work with County staff and elected officials.

(f) Consultant Selection. The evaluation summary will be submitted to the requesting department's parent committee, who will review the analysis and select one or more submitters for interview. Following the interview(s) the parent committee shall forward its recommendation of selection to the full Tazewell County Board for consideration. The Tazewell County Board and/or the Internal Control Officer who initiated the bidding process may then direct contract negotiations take place with its first choice consultant. Should these negotiations fail. The Board, if applicable, may then direct contract negotiations take place with its next choice consultant.

(g) Contract Award. Once contract negotiations have been successful, the parent committee shall submit for ratification of the contract to the County Board and/or the Internal Control Officer who initiated the bidding process may ratify the contract.

### 1 TCC 2-5 Purchases Exempt from Competitive Bidding and Qualifications Based Selection

(a) Conditions for Use. The procedures below shall be adhered to for the following purchases:

(1) Purchases of the following types may be made only upon approval by the County Board, or the applicable Internal Control Officer, and direction

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to the Auditor to issue a purchase order, provided that sufficient monies have been appropriated by the County Board.

TCC-2-5

Revised  
E-11-91  
10-26-11

(i) Purchases of more than **\$30,000** involving data processing equipment, software or services, and telecommunications and inter-connect equipment, software or services;

(ii) Purchases of professional services of more than **\$30,000** and not covered by Qualifications Based Selection requirements;

(2) Purchases of the following types of more than **\$30,000** may be made only upon County Board approval and direction to the Auditor to issue a purchase order, provided that sufficient monies have been appropriated by the County Board. Internal Control Officers may approve these types of purchases if sufficient monies have been appropriated.

(i) Contracts with the federal government;

(ii) Purchases of used equipment;

(iii) Purchases at auction; and

(iv) Transactions, which by their nature, are not suitable to competitive bids.

## I TCC 2-6 Small Purchase Procurement

(a) Conditions for Use. The following procedures shall be adhered to for all purchases less than **\$30,000**.

TCC-2-6

Revised  
E-11-01  
10-26-11

(1) All purchases for goods and services, including professional services, in an amount of \$10,000 or more, but less than **\$30,000**, shall require the Department Head to submit three written quotations to the appropriate

Standing Committee, who shall then forward its recommendation for purchase authorization to the County Board for action. Internal Control Officers will submit three informal written quotations directly to the Auditor to have a purchase order issued, provided that sufficient monies have been appropriated by the County Board.

(2) All purchases for goods and services, including professional services, in an amount of \$5,000 or more, but less than \$10,000, shall require the

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Department Head to submit three informal, written quotations to the Board Chairman, or in his absence the County Administrator for his approval. The Auditor may issue a purchase order upon request of the Board Chairman, or in his absence the County Administrator, provided that sufficient monies have been appropriated by the County Board. Internal Control Officers will submit three informal written quotations directly to the Auditor to have a purchase order issued.

(3) All purchases for goods and services, including professional services, in an amount in excess of \$3,500 but less than \$5,000 shall require the Department Head to submit two informal, written quotations to the Board Chairman, or in his absence, the County Administrator for his approval. The Auditor may issue a purchase order upon the request of the Board Chairman, or in his absence, the

County Administrator provided that sufficient monies have been appropriated. Internal Control Officers will submit two informal written quotations directly to the Auditor to have a purchase order issued.

(4) All purchases for goods and services, including professional services, in the amount of \$3,500 or less shall be on the authorization of the Department Head or designee provided that sufficient monies have been appropriated and a purchase order has been issued by the Auditor, or in the case of the Highway Department, by the County Engineer, or designee. Two informal, written quotations shall be submitted for amounts over \$1,000. Department Heads shall provide to the Auditor a list of all employees designated to authorize purchases within their respective departments.

(5) Exceptions to comparative quotations are granted when at least one of the following conditions exist:

- (i) There is only one source for the required supply, service, or construction item;
- (ii) The required item is a Dealer Item, which may be purchased from multiple dealers, but at a fixed cost from dealer to dealer.
- (iii) It is a purchase of used equipment; or
- (iv) It is an emergency purchase.