

4. PURCHASING AUTHORITY

<u>Purchase Amount</u>	<u>Procedure</u>	<u>Required Authorization</u>
\$100 or less	1 verbal quote required and may be reimbursed from petty cash	Department Director
\$100 - \$999	1 verbal quote	Department Director
\$1,000 - \$5,000	2 written quotes	Department Director
\$5,000 - \$10,000	3 written quotes	Department Director and CFO
\$10,000 – \$50,000+ Public improvements only	Competitive bidding or RFP/RFQ	Village Board, Department Director, CFO, and Village Manager
\$10,000 - \$25,000 \$50,000 non-public improvements	Competitive bidding or RFP/RFQ	Department Director, CFO, and Village Manager
\$25,000+ \$50,000+ non-public improvements	Competitive bidding or RFP/RFQ	Village Board

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10. Request for Proposals (RFP)/Request for Qualifications (RFQ) Procedures

a. Department Recommendation – Any contract for professional services, determined by a Department Director or which requires a high degree of professional skill where the ability or fitness of the individual plays an important part, may be awarded to the person or entity whose proposal for the services is most advantageous to the Village as determined by the Village Manager, Chief Financial Officer, and/or the Village Board.

b. Solicitation and Submission of Proposals – Proposals for such work may be solicited by a Department Director depending on the level of expenditure in such other manner as determined by the Village Manager to be efficient for the submission and review of such proposals.

c. Opening of Proposals – The opening of proposals shall not be open to the public to avoid disclosure of confidential information to competing professionals or firms.

d. Evaluation – In making such determination, the Department Director shall consider any evaluation factors that have been established for the proposals.

e. Qualification Based Selection Licensed architectural, engineering and land surveying firms may file a statement of qualifications and supporting performance data annually with the Village. When the Village wishes to engage in a project involving architectural, engineering, or land surveying services, minimum requirements upon solicitation by the Village for such services are:

i. Firms must submit qualifications under a separate cover from their price proposals. Village staff must evaluate qualifications independently and apart from proposed fees. Only after the selection of most qualified firm may Village staff enter into fee negotiations with that firm.

ii. Exceptions to Qualification Based Selection – The Village may disregard the notice, evaluation and selection steps set forth above when a written recommendation is made to the Village Manager for approval and based upon project costs, ~~with approval of the Board of Trustees~~ in at least one of the following situations:

1. The Village already has a satisfactory existing relationship with a firm providing the services;

2. The Village Board, by resolution, determines that the services are needed on an emergency basis;

3. The cost of the services is expected to be ~~less than \$25,000~~ \$50,000 or less; or

4. Under any other circumstance pursuant to Village Board authorization by a two-thirds (2/3) vote.

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15. Change Orders and Contract Amendments

a. Department Director's Authority - Other than Construction – In procurements other than for construction, when the total contract amount is under ~~\$25,000~~ \$50,000, the Department Director responsible for supervision of any contract shall have authority to authorize any change to such contract that, when added to all other changes to such contract, would not increase the original contract price by more than 5% or \$2,500, whichever amount is less so long as the total contract value after such change order does not exceed ~~\$25,000~~ \$50,000.

b. Department Director's or Authorized Designee – Construction – In procurements for construction, the Department Director shall have the authority to authorize any change for the lesser of 5% or \$10,000, if such amendment is permitted in the adopted Board authorizing resolution. In addition, any such amendment will be subject to approval by the Chief Financial Officer and must not conflict with any other requirement under this section.

c. Village Board Approval – Any change order that increases the cost of a contract by a total of \$10,000 or more must be approved by the Village Board.