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AN ORDINANCE AMENDING TITLE 1, CHAPTERS 7 (ADMINISTRATIVE OFFICERS OF THE VILLAGE) AND 10 (VILLAGE FINANCES) OF THE ORLAND PARK VILLAGE CODE TO UPDATE THE VILLAGE MANAGER'S PURCHASING/CONTRACTING AUTHORITY AND TO RAISE THE MINIMUM REQUIREMENT FOR SEEKING COMPETITIVE BIDS

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WHEREAS, the Village President and Board of Trustees of the Village of Orland Park (the "Village") have the authority to adopt ordinances and to promulgate rules and regulations that pertain to its government and officers and to protect the public health, safety and welfare of its citizens; and

WHEREAS, the Village deems it necessary and appropriate to update its Code provisions setting forth the Village Manager's purchasing and contracting authority as well as the minimum requirements for seeking competitive bids for Village purchases; and

WHEREAS, it is determined that the Village Code amendments set forth below are in the best interests of the Village and its residents.

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Orland Park, Cook and Will Counties, Illinois, as follows:

SECTION 1:

The above recitals are incorporated herein by reference as though fully set forth herein.

SECTION 2:

Title 1, Chapter 7 (Administrative Officers of the Village), Subsections 1-7-1-4 (7 iv, v and vi) are hereby repealed and replaced with the following:

"iv. For a purchase or lease of materials, goods, equipment, services or insurance, the cost of which is less than \$25,000, the Village Manager shall request price quotations from several vendors or service providers, unless only a single source is available, and choose from among them as he/she may determine is in the best interests of the Village. The Village Manager may, in his/her discretion, delegate to a Village Department Head the authority to purchase or lease materials, goods, equipment, services or insurance, the cost of which is less than \$5,000, except that the Village Manager may, in his/her discretion, delegate to the Finance Director the authority to purchase or lease materials, goods, equipment, services or insurance, the cost of which is \$5,000 or more but less than \$15,000. No such purchase or lease, the cost of which is equal to or greater than \$25,000, shall be made or entered into by the Village Manager without prior approval by the Village Board of Trustees.

v. For a purchase or lease of materials, goods, equipment, services or insurance, the cost of which is \$25,000 or more, the Village Manager shall advertise for and receive sealed bids and

shall present said bids, together with his/her recommendations, to the Village Board of Trustees for consideration. The requirement for sealed bids is not required for a purchase or lease of materials, goods, equipment, services or insurance which is not, by its nature, adaptable to the bidding process, such as professional service contracts or contracts where there is only a single source available. The requirement for sealed bids may also be waived by the Village Board of Trustees by a vote of two-thirds of the Trustees then holding office. If the requirement for sealed bids is not required or waived, the Village Manager shall request price quotations and present these to the Village Board of Trustees.

vi. The Village Board of Trustees may, in its discretion, delegate to the Village Manager the authority to sign contracts on behalf of the Village for the purchase or lease of materials, goods, equipment, services or insurance, the cost of which is \$25,000 or more, which contracts have been approved by the Village Board of Trustees. A purchase order for goods and services, the cost of which is less than \$10,000 and which purchase order contains all required terms and conditions, may serve as a contract. However, a purchase order for a public works project may not serve as a contract.”

SECTION 3:

Title 1, Chapter 10 (Village Finances), Section 1-10-3-1 and Section 1-10-3-2 (first paragraph) are hereby repealed and replaced with the following:

“1-10-3: CONTRACTS FOR PUBLIC WORKS PROJECTS; ADVERTISEMENT AND BID PROCEDURES:

1. All contracts for any work or other public improvement which is not to be paid for in whole or in part by special assessment or special taxation, when the expense thereof will be \$25,000 or more, shall be constructed either (A) by a contract let to the lowest responsible bidder after advertising for bids, in the manner provided for in this Section, except that any such contract may be entered into by the proper officers without advertising for bids, if authorized by a vote of two-thirds (2/3) of all the Trustees then holding office; or (B) in the following manner, if authorized by a vote of two-thirds (2/3) of all the Trustees then holding office: The Director of Public Works or other proper officers designated by ordinance, shall superintend and cause to be carried out the construction of the work or other public improvement and shall employ exclusively for the performance of all manual labor thereon, laborers and artisans whom the Municipality shall pay by the day or hour; and all material of the value of \$25,000 or more used in the construction of the work or other public improvement, shall be purchased by contract let to the lowest responsible bidder in the manner provided for in this Section.”

2. “When advertisement for bids is to be made, the Village Manager shall cause a call for such bids to be advertised as least once not less than ten (10) business days before the date for opening such bids, such advertisement to be posted on the Village’s website, transmitted or communicated (electronically or otherwise) to appropriate trade organizations and bid management service providers or transmitted electronically to those known to the Procurement Officer as potential bidders, or published in a local paper of general circulation.”

SECTION 4:

All ordinances or parts of ordinances in conflict herewith are, to the extent of such conflict, hereby repealed.

SECTION 5:

This ordinance shall be in full force and effect from and after its adoption and publication in pamphlet form as provided by law.