

**OPERATIONAL SERVICES**

**Purchases**

Adoption of the annual budget authorizes the Superintendent to purchase budgeted supplies, equipment and services. Purchases of items not included in the budget require prior Board of Education approval, except in an emergency.

All contracts for supplies, materials or work involving an expenditure shall be made in accordance with the State law bidding procedure, unless specifically exempted. The Superintendent shall prepare the necessary legal notices. Any contract awarded will be to the lowest responsible bidder, considering conformity with specifications, delivery terms, quality and serviceability. The Superintendent shall report the results of the bidding to the Board of Education, together with a recommendation and supporting rationale. Contracts shall be awarded by the Board of Education at an official meeting. Bid deposits of ten (10%) percent of the bid amount, assuring good faith in bidding, and performance bonds to the extent of one hundred (100%) percent of the contract amount, may be required.

The Superintendent shall develop procedures which will allow the purchase of good quality products and services at the lowest cost, with consideration for service, quality and delivery promptness and in compliance with State law.

LEGAL REF.: 105 ILCS 5/10-20.21.

FIRST READING: October 19, 2005

ADOPTED: November 16, 2005