

**Purchasing Ordinance
Proposed Revisions – June 2021**

Comparable Counties and Ordinances Reviewed:

- DuPage County
- Lake County Forest Preserve
- Kane County
- McHenry County
- Will County

Red line changes proposed:

General Provisions

§ 33.003: Public Access to Procurement Documents

- Strengthen FOIA language to match requirement for vendors to submit redacted copies.

§ 33.004: Authorization for Budgeted versus Non-Budgeted Purchases

- Offer a clear distinction on what is a budgeted versus non-budgeted purchase
- Clarification on what authorization is needed to proceed with the solicitations.
Recommendation is to verify that the necessary funds were appropriated within the County Budget.
- For projects not funded as part of the County Budget, expanding the granting authority by adding “and/or” between County Administrator and Director of Finance and Administrative Services.

§ 33.005: Definitions

- Suggested edits to definitions for clarification.
- Insert Familial Relationship and Procurement Card
- Proposed edits to Responsible Bidder
 - Include threshold for \$30,000
 - Removal of the requirement for sub-contractors to provide evidence of participating in active apprenticeship training programs.
 - Removal of the requirement to have the apprenticeship and training programs to be approved and registered with the U.S. Department of Labor’s Office of Apprenticeship.

Payment Methods

§ 33.020: General

- Provide parameters of the three payment methods used by Lake County: purchase order, direct voucher, and procurement card.

§ 33.022: Direct Voucher

- Limit the non-negotiable purchases to those that do not require a purchase order or cannot be purchased by procurement card.

§33.023: Procurement Card

- Added new section to define the use of a procurement card and connect to the County's Procurement Card Policy.

Competitive Bidding

§33.035: General

- Provide direction on spend with a vendor for distinct projects.

§33.036: Procedures

- Added Contractor Record Retention for Prevailing Wage jobs.
- Included approval authority for Purchasing Agent for existing software and computer equipment maintenance specifically authorized in the budget.
- Added three additional sections that strengthen existing practices:
 - Multiple Source Contracting
 - Bid Addenda and Questions
 - Communication with Vendors
 - Accepting Single Bid Received

Professional Services and Competitive Sealed Proposals

§33.051: Procedures

- Provide direction on spend with a vendor for distinct projects.
- Added two additional sections that strengthen existing practices:
 - Bid Addenda and Questions
 - Communication with Vendors

Purchases Exempt from Competitive Sealed Bidding

§33.068– Departmental Procurement

- Redefined small purchase procurement as departmental procurement and provide guidance on procedures

§33.060: Grant Programs

- Added new provisions to address grant programs when the County acts as a third-party administrator.

Ethics in Public Purchasing/Contracting

§33.133: Employee Conflict of Interest/Bias

- Replaced immediate family with familial relationship to be consistent with policy.

Real Property Leases

§ 33.138– Statement of Policy

- Inserted new section to clarify internal policy on real property leases consistent with state statute.