

City of Des Plaines

1-10-1: GENERAL:

A. Compliance With Chapter And Purchasing Policy: The procurement and purchase of all personal property, services, and work by or on behalf of the city must comply with the all of the provisions of this chapter and of chapter VII of the city of Des Plaines "Financial Policy And Procedure Manual" ("purchasing policy"). In the event of a conflict between a provision of this chapter and a provision of the purchasing policy, this chapter will control.

B. Amendment Of Purchasing Policy: The city manager or his designee is authorized to amend the purchasing policy from time to time, so long as the provisions of the amendments to the purchasing policy do not conflict with any provision of this chapter.

C. Administration And Enforcement Of Purchasing Policies And Procedures: The city director of finance is responsible for administering and enforcing all of the provisions of this chapter and of the purchasing policy.

D. Appropriation Of Funds: All purchases of personal property, services, and work by or on behalf of the city must correspond to funds appropriated and budgeted by the city council for the fiscal year in which the purchase is made; provided, however, that the city may enter into multiyear contracts for the purchase of personal property, services, and work if the purchases contemplated in future fiscal years are expressly subject to, and contingent upon, the appropriation of funds by the city council for those purchases during the fiscal year in which the purchases are contemplated. (Ord. M-9-15, 4-6-2015)

1-10-2: COMPETITIVE BIDDING:

A. When Required; Process: Except as provided in the purchasing policy, all purchases of personal property, services, and work that may exceed the amount of twenty thousand dollars (\$20,000.00) must be procured through competitive bidding in accordance with the procedures set forth in the purchasing policy. Public notice of all invitations to bid must be published at least once in a newspaper of general circulation within the city at least ten (10) days before the date that all bids must be submitted to the city. The city council must award all contracts procured through competitive bidding to the lowest responsible bidder or the bidder whom the city council determines is in the best interest of the city.

B. Responsible Bidder For Certain Construction Contracts: A bidder on a construction contract that exceeds the amount of twenty five thousand dollars (\$25,000.00) will not be deemed to be a responsible bidder unless the bidder satisfies all of the following standards:

1. The bidder complies, and agrees to comply in the future, with all applicable laws prerequisite to doing business in the state of Illinois;

2. The bidder provides the city with evidence acceptable to the city of:

a. The bidder's federal employee tax identification number or social security number (for individuals); and

b. Compliance with section 2000(e) of chapter 21 of title 42 of the United States Code and federal executive order 11246, as amended by federal executive order 11375 (known as the "equal opportunity employer provisions");

3. The bidder provides to the city certificates of insurance acceptable to the city evidencing the following coverages: general liability, workers' compensation, completed operations, automobile, hazardous occupation, product liability, and professional liability;

4. The bidder complies, and agrees to comply in the future, with all provisions of the Illinois prevailing wage act, 820 Illinois Compiled Statutes 130/0.01 et seq.; and

5. The bidder actively participates, and has actively participated for at least 12 months before the date of the bid opening, in apprenticeship and training programs approved and registered with the United States department of labor bureau of apprenticeship and training for each of the trades of work contemplated under the awarded contract for all bidders and subcontractors. For the purposes of this subsection, a bidder or subcontractor is considered an active participant in an apprenticeship and training program if all eligible employees have either: (i) completed such a program, or (ii) were enrolled in such a program prior to the solicitation date and are currently participating in such program. (Ord. M-9-15, 4-6-2015; amd. Ord. M-7-20, 5-4-2020)

1-10-3: PURCHASING AUTHORITY AND CONTRACT AWARD:

A. City Manager: The city manager or his designee may authorize and award all contracts for purchases of personal property, services, and work that do not exceed the amount of twenty thousand dollars (\$20,000.00).

B. City Council: The city council must authorize and award, by resolution duly adopted, all contracts for purchases of personal property, services, and work that: 1) exceed the amount of twenty thousand dollars (\$20,000.00), or 2) have not been authorized by the city manager. (Ord. M-9-15, 4-6-2015)