Agenda
Village of Glen Ellyn
Regular Workshop Meeting
Monday, July 20, 2015
7:00 PM
Glen Ellyn Civic Center, Room 301

Village Board Workshop Procedures Statement

Visitors are most welcome to attend all meetings of the Village Board and can find copies of the Agenda on their chairs or online at www.glenellyn.org prior to the meeting. Any individual with a disability requiring a reasonable accommodation in order to participate in a meeting should contact Harold Kolze, Village of Glen Ellyn ADA Coordinator, 630-469-5000, at least five (5) business days in advance of the next scheduled meeting. All matters on the Agenda may be discussed, amended, and acted upon.

A. Call to Order

B. Roll Call

C. Pledge of Allegiance

D. Audience Participation

1. Open: Members of the public are welcome to speak to any item *not* specifically listed on tonight's agenda for up to three minutes. For those items which are on tonight's agenda, the public will have the opportunity to comment at the time the item is discussed. In either case, please complete the Audience Participation form and turn it in to the Village Clerk. It is requested that, if possible, one spokesman for a group be appointed to present the views of the entire group. Speakers who are recognized are requested to step to a microphone and state their name, address and the group they are representing prior to addressing the Village Board.

E. Marché Liquor License Request: (Economic Development Coordinator Meredith Hannah)

1. Economic Development Coordinator Meredith Hannah will present information regarding the Marché liquor license request.

F. Proposed Updates to Purchasing Policy: (Finance Director Christina Coyle)

1. Finance Director Christina Coyle will lead the review of proposed updates to the Purchasing Policy.

G. Other Items

H. Motion to adjourn to Executive Session for the purposes of setting the price for sale or lease of property, and discussing the appointment, employment, compensation, discipline, performance or dismissal of specific employees, without returning to open session thereafter. (Trustee O'Shea)

Glen Ellyn Village Board
535 Duane Street
Glen Ellyn, IL 60137

Meeting: 07/20/15 07:00 PM
Department: Administration
Department Head: Al Stonitsch
Category: Discussion Item
Prepared By: Meredith Hannah

SCHEDULED

AGENDA ITEM (ID # 1831) DOC ID: 1831

Economic Development Coordinator Meredith Hannah will present information regarding the Marché liquor license request.

Jill Foucre, owner of Marcel's Culinary Experience, is opening Marché in the fall of 2015. Marché is a new kind of experience: an extension continuation of the tailored personal services customers have come to enjoy and expect.

Marché is a specialty food shop that will primarily sell cheese, charcuterie, and other specialty foods. The shop will also sell packaged liquor including wine, craft beer and small batch liquor. During business hours, the shop will accommodate seating for up to six (6) patrons to enjoy cheese and charcuterie boards as well as wine and beer for consumption on premises. Ms. Foucre is requesting a liquor license to accommodate sale of wine and beer for on-site consumption as well as the retail sale of wine, craft beer and small batch liquor.

Background

In the summer of 2014, Jill Foucre, owner of Marcel's Culinary Experience, added a new component to her thriving business and began featuring select cheeses and charcuterie. The addition has received an overwhelming response from the community. So much so that she acquired the property at 496 N. Main Street and create Marché, a cheese and charcuterie shop. The new market will follow some of the successful business practices found at Marcel's, including unique products and culinary classes. The cooking classes offered at Marcel's offer a unique opportunity to sample and learn about new foods through public and private events. Marché will also offer classes to educate patrons on wine, cheese, charcuterie and other specialty foods. Similarly, these classes will be offered for both public and private events.

Marché allows Ms. Foucre the opportunity to continue to grow her brand and create unique experiences for her patrons and provides downtown Glen Ellyn with a destination for learning, gathering, meeting, engaging, celebrating, sipping, noshing and nibbling. Hours of operation for Marché are tentatively as follows: Tuesday, Wednesday, Friday, Saturday, eleven o'clock (11:00) A.M. to seven o'clock (7:00) P.M.; Thursday eleven o'clock (11:00) A.M. to eight o'clock (8:00) P.M.; and Sunday twelve o'clock (12:00) noon to five o'clock (5:00) P.M. Classes and events will be scheduled for evening hours after normal store hours.

Notable Items

The Village of Glen Ellyn Liquor Control Ordinance does not have a liquor classification that meets the needs of this new business model. Staff has researched other communities and how they have crafted liquor licenses to accommodate similar businesses. Staff was not able to find an exact match for the business as outlined by Ms. Foucre, however both Wheaton and Geneva have similar wine bar concepts. Wheaton and Geneva's wine bar licenses are as follows:

Wheaton's Class M Liquor License states:

Class M liquor license shall authorize the retail sale, on the premises specified in the license, of beer, ale and wine or wine only, in its original package or when sold in gift boxes or in gift baskets. The retail sale of beer, ale and wine, or wine only for consumption on the premises shall also be authorized by a class M license. Premises issued or granted a class M liquor license shall be subject to all of the following conditions:

a. No such license shall be granted or retained for a premises not located in the C-2 or C-4 retail core business district or in a shopping center of at least 150,000 gross above grade square feet.
b. The licensed premises shall not exceed a maximum of 1,500 gross above grade square feet.
c. At least 20 percent of the retail space shall be devoted to the sale of specialty foods.
d. Private beer, ale and wine tasting seminars shall be permitted at premises with a class M liquor license.
e. No such license shall be granted to or retained by any establishment whose primary business is that of a convenience store.
f. No more than one class M liquor license shall be granted or issued for any one shopping center.

Geneva's Class C-2 Liquor License provides:

> *Class C-2 wine bar license* shall authorize the sale of wine as follows: a) wine sold by the glass or bottle for consumption on the premises only and b) sale of wine by the bottle and beers (sold warm) for consumption off the premises only. The sale of wine or beer for consumption off the premises must be made in the original sealed bottle or container.

Considering similar licenses' from other communities, information provided by Ms. Foucre and other Glen Ellyn Liquor Licenses Classifications, staff has outlined the following proposed Class P license for the Village Board to consider and discuss for Marché. The regulations outlined in the Class P license are similar to other existing liquor licenses currently established in the Liquor Control Code.

(P) Class P: Class P license shall authorize the retail sale, on the specified premises, of wine, craft beer and small batch liquor in its original package as an adjunct to a principal retail business involving the sales and consumption of cheese, charcuterie, and other specialty food where no more than three hundred (300) square feet of retail floor area is devoted to the sale of alcoholic liquor. A Class P license authorizes the sale of wine and craft beer for consumption on the premises where sold. The issuance of a Class P license shall be expressly subject to the following conditions:

1. The retail sale of wine and craft beer for consumption on premises shall be limited to three (3) glasses or one tasting per customer or patron on the premises.

2. Individual glasses of wine shall be limited to three (3), 6-ounce pours only.

3. Individual glasses of craft beer shall be limited to three (3), 12-ounce pours only.

4. Wine and craft beer tasting shall be limited to five (5) individual pours only.

5. No such license shall be granted or retained for a premises not located in the C5A or C5B zoning districts.

6. No person holding a Class P license issued pursuant to this chapter shall sell or permit to be sold, offered for sale, given away, or delivered, any alcoholic liquor except between the hours of eleven o'clock (11:00) A.M. and ten o'clock (10:00) P.M. Monday through Saturday and twelve o'clock (12:00) noon and five o'clock (5:00) P.M. on Sunday.

Action Requested

Staff is asking that the Village Board discuss and consider the creation of a Class P Liquor License which staff will draft for Village Board consideration. Prior to drafting specific language, Village Board input would be welcome to determine if the Village Board is comfortable with the hours of operation, limits on the number of "pours", and if there are the other restrictions that should be considered. Lastly, staff considered requiring that food be accompanied with all alcohol purchases, but ultimately, left that language out of the draft license above, but could be included again.

Staff welcomes other feedback and has invited Ms. Foucre to the meeting to discuss her business plans and how it is driving her liquor license request.

ATTACHMENTS:

- Marché Business Summary (PDF)
- Marché Service Menu (PDF)

MARCHÉ
A MARCEL'S EXPERIENCE

Marché is a new kind of Marcel's experience: a continuation of the tailored, personal services, surprise and delight memories and wonderful established quality products and intriguing gifts Marcel's is know for - wrapped in a new package, with a twist of irreverent spunkiness.

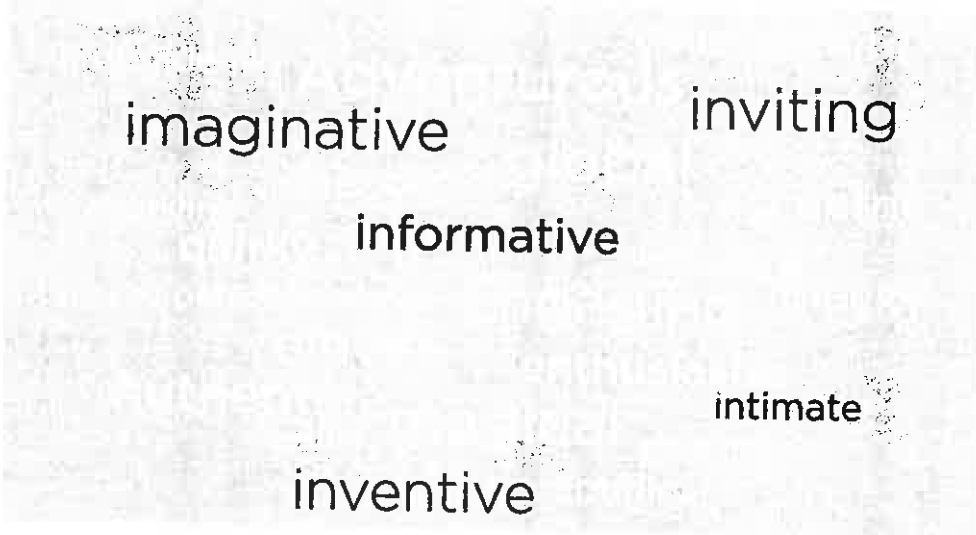
More than a Market. Though it will contain the very best cheese and charcuterie selections, inventive, tantalizing 'boards to order' for lunches and dinners, companion beverages and custom loaded boards for celebrations and events and delicious dessert bites - it will also be a hub of events.

Ever-changing events, informal gatherings, new product tastings, celebration demonstrations and wine tastings, small batch sips, and contemporary styling ideas for your next celebration, educates the customer to expect new and now.

This anchor at the corner of Main + Pennsylvania will be the new treasure of down-town and your place to host book club, family events, work meetings, girls-night out, boys-night-in or a holiday toast.

An engaging staff with unsurpassed product knowledge, a curated collection of tools, stylish serving pieces, unexpectedly intriguing hostess gifts, and unique products you can't find elsewhere, all make this another one-of-a-kind experience to add to our dynamic downtown.

Marché is your in-town, shop local, non-chain destination for learning, gathering, meeting, engaging, celebrating, sipping, noshing and nibbling.



MARCHÉ

The design of Marché reflects the brand personality that we have established. As we reviewed the worn, dirty, brick facade of 496 Main, we felt it needed new life breathed into it. We embraced the bold brick box of architecture and created a contemporary look and feel that will also be timeless.

Given our long grey winters, we felt a grand blue coating for the mismatched and patched brick facade would give the building an engaging and majestic new life.

Harkening to French appointments, we used warm metal accents of brass for signage. This metal family also works well with the current bronze glazing on the windows and doors. We have repeated the circle motifs and medallions from Marcel's and have created a simplified circle pattern to applique onto the brick. This painted pattern created some vertical architecture breaks on a long side facade.

The classic french pairing of black and brass, informed our selection of black awnings with open sides and simple bar and finial details.

The selection of the Marché name, the french word for market, is for its strength as a companion brand to Marcel's. The typeface is friendly, approachable and with a handdrawn quality that is welcoming.

Exhibit "C"

Marché Service Menu (as of 6/3/2015)

Individual Cheese Boards to include:

- A selection of cheeses, charcuterie, dried fruit or preserves, nuts & baguette
- Three varieties available
- Specific selections based on featured cheeses and meats

Beverages:

- Wine by the glass
- Bottled Beer by the glass
- Coffee/Espresso
- Tea
- Bottled Non-Alcoholic Beverages

Glen Ellyn Village Board
535 Duane Street
Glen Ellyn, IL 60137

Meeting: 07/20/15 07:00 PM
Department: Finance
Department Head: Christina Coyle
Category: Policy
Prepared By: Christina Coyle

SCHEDULED

AGENDA ITEM (ID # 1837) DOC ID: 1837

Finance Director Christina Coyle will lead the review of proposed updates to the Purchasing Policy.

Background

The Village's purchasing policy was last updated in September 2013. As a matter of best practice, it is recommended to review and revise such policies. The Village President and Village Board have also expressed the desire to review and update the purchasing policy to ensure compliance with state statues as well as consistency with the Village Code.

Notable Items

Included with this memo is a redlined version of the purchasing policy, outlining the changes proposed. Besides adding additional language and detail to clarify particular points in the policy, the following proposed changes should be highlighted:

Purchasing Cards: This section was reorganized to highlight various subsections such as issuance of purchasing cards, use of purchasing cards, and submission of the monthly statement/expense report. The requirement was added for the department head to review and approve the purchasing card statements of his or her employees. Lastly, besides requiring a specific description of the purchase, all purchases of meals must highlight the benefiting individual or group.

Professional Service Contracts: Requirements specific to professional service contracts were added, including when competitive requests for proposals should be utilized. Also, a requirement was added that all professional service requests for proposals should contain a request for a proposed total fixed price for the contract work.

Competitive Bidding: The section on competitive bidding was reorganized. A specific requirement on the installation of equipment was added requiring consideration be given to separate requesting bids for the product versus installation. This section also provides for a review of the invitation for bids by the Village Attorney.

Local Preference: As part of the purchasing policy, it is required to obtain three quotes for purchases over $1,000 when it is practical to do so. The proposed policy adds that every effort should be made to solicit one of the three quotes from a business located within the Glen Ellyn corporate boundaries.

Change Orders: Language was added to restrict the Village Manager's ability to approve change orders only to the amount within the contract contingency or total contract price.

Review Procedures for Vouchers: The former policy included the review procedures; however, they were not centralized in one location in the policy. This revision proposes centralizing the voucher review procedures into one area of the policy.

Future Steps

Based upon the feedback received from the Village Board at the workshop, it may be necessary to update the Village code accordingly. If that step is necessary, those updates will be brought to a Village Board meeting.

Staff is also working towards future improvements in the automation of the accounts payable process. In November 2015, the Village will be upgrading its financial software to a newer version. This version will have a purchasing card module which could assist in automating the purchasing card process. A test version of this upgraded module is in process of being deployed onto Village computers. Once staff is able to test the capabilities of this module, staff can determine if it will meet our needs for purchase card automation. For budget year 2016, staff anticipates budgeting dollars to automate the accounts payable workflow.

Feedback Requested

Staff is requesting feedback from the Village Board on the proposed changes in the purchasing policy. Staff would also like input from the Village Board if there are additional items the Board would like to see incorporated into the policy.

ATTACHMENTS:

- Purchasing Policy - Redlined Version with Proposed 2015 Revisions (PDF)

ADMINISTRATIVE ORDER NO. #3

Subject: Village Purchasing Policies and Procedures

Applicability

This policy shall apply to the procurement or purchase of goods, supplies, equipment, and services by the Village.

Purpose

The purpose of this policy is to assist in obtaining supplies, equipment and services as economically and efficiently as possible. It is intended to:

1. Simplify and clarify existing purchasing practices and policies;
2. Provide guidance for compliance with applicable purchasing rules;
3. Ensure the fair and equitable treatment of all persons who deal with purchasing activities;
4. Promote increased economy in purchasing activities;
5. Foster broad-based competition within the free enterprise system; and
6. Provide safeguards for the maintenance of a procurement system of quality and integrity.

Policy

A. ETHICAL CONDUCT

1. Elected officials and employees shall adhere to the Village's Ethics Policy when making all purchasing decisions.
2. Elected officials and employees may not participate directly or indirectly in a purchase when the elected official or employee or any member of his immediate family will benefit. Any attempt by an employee to realize personal gain through public employment by conduct inconsistent with these polices is subject to discipline and/or dismissal.
3. No elected official or employee, either on that person's behalf or on behalf of any other person, shall have any financial or personal interest in any business or transaction with any Board, Commission, Committee or other public body of the Village unless that official or employee makes full public disclosure of the nature and full extent of such interest and disqualifies him or herself from participating

in and acting upon the resolution of the business or transaction.

4. Employees shall adhere to this policy consistent with the philosophy above to ensure cost savings and efficiency. When competitive bidding, employees shall attempt to solicit as many bids as reasonably possible. Employees shall not subdivide any contract or purchase with the intent to circumvent the bidding requirements or approval limits established within this policy.

5. If any portion of this policy is found to be in conflict with any federal, state or local law, the federal, state or local law shall apply. However, if this policy is more restrictive than the federal, state or local law, the policy shall apply.

B. AUTHORITY TO PURCHASE

1. **Up to $5,000:** Department Directors may approve purchases up to $5,000. It is the Department Director's responsibility to ensure budgeted funds are available and competitive pricing is obtained prior to purchase. A Department Director may delegate any level of purchasing authority under $5,000 to other department employees with approval by the Village Manager and Finance Director.

2. **Up to $20,000:** The Village Manager may approve purchases up to $20,000. It is the Village Manager's responsibility to ensure budgeted funds are available and competitive pricing is obtained prior to purchase.

   a. The Village Manager is authorized to approve any change order to a Village contract which is less than $20,000, provided that it is included within the contingency or included within the total contract amount.
   b. The Village Manager may authorize disposal of any Village property valued up to $20,000 in a manner deemed most beneficial to the Village. All items above $20,000 must be authorized for disposal by the Village Board.

3. **Greater than $20,000:** ~~Purchases over $20,000 in the aggregate (annually) require Village Board approval.~~Any single purchase or contract with a single vendor over $20,000 requires Village Board approval. Glen Ellyn Village Code (1-10-1) requires that all contracts for labor, services or work, or for the purchase of personal property, materials, equipment or supplies involving amounts estimated to be in excess of $20,000 shall be let only by competitive bidding after advertisement for bids to the lowest responsible bidder submitting a bid in conformance with the advertisement. ~~Once total spending with a particular vendor approaches $20,000 in a year,~~ Bi-annually, the Village Manager and Finance Director will review cumulative spending with the Village's vendors to identify if the scope of products and/or services provided by said vendor to

determine if the aggregate purchases should be considered for approval by the Village Board. The Village Manager and Finance Director will base his or her decisions on this administrative order.

4. **Payments greater than $20,000 not requiring current purchase order or explicit Village Board approval:** Required or routine payments will be made through the normal check issuance procedures, without the need for prior purchase order or explicit Village Board authorization, under the following circumstances:

   a. *Government or utility payments.* The Village is required to make payments to regulatory agencies or other governments with authority over the Village or Village activity. Examples include, but are not limited to: the State of Illinois, Federal Government, County of DuPage, each in their official or oversight capacity, the Illinois Department of Employment Security (unemployment insurance), the Illinois Municipal Retirement Fund, ~~and~~ the Illinois Department of Revenue (sales tax remittances), and utility companies. These payments are not limited to the amount budgeted, but amounts spent over the budget amount will be reported to the Village Board in a timely manner as appropriate.

   b. *Village Contracts.* The Village Board periodically approves contracts or service agreements that span multiple years, which later require periodic and ongoing payments that exceed $20,000 individually or in aggregate. Examples include, but are not limited to, DuComm, DuPage Water Commission, Glenbard Wastewater Authority, GIS Consortium legal services, insurance providers, debt service principal and interest, and waste haulers. Payments for these Village Contracts are not limited to the amount budgeted, but amounts spent over the budget amount will be reported to the Village Board in a timely manner as appropriate.

   c. *Village support of other organizations*. Payments are made to various service providers, such as the Glen Ellyn Volunteer Fire Company, and the Downtown Alliance of Glen Ellyn. For such arrangements, payments for service shall be limited to the original Village Board approval and/or the Village budget for such services.

   ~~c.~~d. *Subdividing or Split Purchases.* Purchases shall not be split or subdivided to avoid a level of review or approval or to avoid competitive selection.

5. **Rule of Three:** In order to ensure competitive pricing, at least three quotes shall be obtained prior to a purchase over $1,000 whenever practical to do so. If a purchase of goods or services is recurring and/or ongoing, a quote may be obtained once every three years, so long as the cost remains competitive and there is no significant (i.e. 10%) change to the scope of goods/services.

Documentation of quotes should be retained by the purchasing department for three years subsequent to the date of purchase.

a. *Selection of Lowest Price:* Invoices submitted for payment greater than $1,000 must include the three quotes obtained. If the lowest price quote is not selected, there must be justification included on why the lowest price was not chosen.

~~a.~~b. *Local Preference:* Every effort should be made to solicit one of the three quotes from a business located in the Glen Ellyn corporate boundaries.

6. **Transportation and Delivery Charges:** The Department Director shall make every effort to determine any transportation or delivery charges prior to proceeding with a purchase. Transportation charges must be included when determining cost of a purchase.

7. **Maximum Practicable Competition:** All specifications for purchases shall be drafted so as to promote overall economy for the purposes and encourage competition in satisfying the Village's needs, and shall not be unduly restrictive.

~~6.~~8. **Contracts:** All contracts must be reviewed and approved by the Village Attorney prior to execution. Contracts under $5,000 may be signed by a Department Head. Contracts $5,000 to under $20,000 may be signed by the Village Manager. Contracts greater than $20,000 must be approved by the Village Board and signed by the Village President.

~~7.~~ ~~**Exceptions to Competitive Bidding:** A purchase or contract over $20,000 that is by its nature not adapted to award by competitive bidding may be approved by a 2/3rd vote of the Village Board.~~

Commented [CC1]: This section was not deleted and was moved below.

~~Examples of exceptions to competitive bidding are listed below.~~

~~a. *Professional services* requiring individual skill or expertise shall be excluded from the requirements of competitive bidding. Such services include, but are not limited to, engineers, financial advisors, search firms, accountants, architects, inspectors, attorneys, and professional consultants. Whenever possible, professional services firms will be selected through an RFQ process, pursuant to state law. Firms may be prequalified through a selection process. Whenever possible, the Village will secure proposals from multiple prequalified firms to secure the services that are in the best interest of the Village.~~

b. ~~*Emergency purchases*, shall be authorized if timing is critical. The Village Manager shall report to the Village Board regarding emergency purchases as soon as practicable.~~

c. ~~*State or federal contracts* are exempted from the competitive bidding process. The Village may take advantage of the favorable prices obtained under a State contract whenever practical to do so.~~

d. ~~*Cooperative purchases*, defined as more than one unit of government purchasing goods and services together, is strongly encouraged and may be exempted from the bidding process.~~

e. ~~*Single Source purchases*, defined as material or services that are available from only one vendor but are deemed necessary to Village operations may be exempted from bidding requirements.~~

f. ~~*Standardization purchases*, defined as technical nature of certain items or services may result in the standardization of a particular supplier's specifications being necessary or desirable to Village operations. Competitive bidding may be waived if the Village requires compatibility with existing software, machinery or other existing equipment.~~

g. ~~*Certain items are purchased by the Village Links for resale*. These items are generally offered for resale in the Pro Shop or food/hospitality products. Merchandise items are chosen for their marketability and public demand and cannot be purchased through the formal bidding process. Food and hospitality items may be purchased based on immediate need or demand, product quality, availability schedule, or other factors deemed necessary to properly run the food and hospitality functions of the Department. The management of the Village Links will make every effort to obtain these items at the best possible prices.~~

C. COMPETITIVE SEALED BIDDING

An openly publicized competitive process for the procurement of goods, supplies, equipment, services, and construction, is the most effective means of determining the lowest cost from a responsible source and should be utilized whenever possible.

1. **Exceptions to Competitive Bidding:** A purchase or contract over $20,000 that is by its nature not adapted to award by competitive bidding may be approved by a 2/3rd vote of the Village Board.

Examples of exceptions to competitive bidding are listed below.

a. *Professional services* requiring individual skill or expertise shall be governed by the policy on professional services in Section D. Such services include, but are not limited to, engineers, financial advisors, search firms, accountants, architects, inspectors, attorneys, and professional consultants.

b. *Emergency purchases* are purchases obtained in circumstances which include threats to public health or safety, where immediate repairs to Village property are required to protect or prevent against further loss or damage, or where immediate action is needed to prevent or minimize serious disruption to Village services. Emergency purchases shall be authorized if timing is critical. The Village Manager shall report to the Village Board regarding emergency purchases as soon as practicable.

c. *State or federal contracts* are exempted from the competitive bidding process. The Village may take advantage of the favorable prices obtained under a State contract whenever practical to do so.

d. *Cooperative purchases*, defined as more than one unit of government purchasing goods and services together by competitive bid.

e. *Single Source purchases*, defined as material or services that are available from only one vendor but are deemed necessary to Village operations may be exempted from bidding requirements.

f. *Standardization purchases*, defined as technical nature of certain items or services may result in the standardization of a particular supplier's specifications being necessary or desirable to Village operations. Competitive bidding may be waived if the Village requires compatibility with existing software, machinery or other existing equipment.

g. *Certain items are purchased by the Village Links/Reserve 22 for resale*. These items are generally offered for resale in the Pro Shop or food/hospitality products. Merchandise items are chosen for their marketability and public demand and cannot be purchased through the formal bidding process. Food and hospitality items may be purchased based on immediate need or demand, product quality, availability schedule, or other factors deemed necessary to properly run the food and hospitality functions of the Department. The management of the Village Links/Reserve 22 will make every effort to obtain these items at the best possible prices.

1. Procedures for Competitive Bidding

a. **Invitations for Bids**: An Invitation for Bids shall be issued and shall include a purchase description, and all necessary contractual terms, specifications, and conditions applicable to the purchase.

b. **Bids for Installation of Equipment**: For all bids for the installation of products and equipment, consideration shall be given to requesting bids for the product or equipment separate from bids for the labor involved in installing the equipment in order to reduce the overall costs.

~~a.~~c. **Review by Village Attorney**: When practicable, all invitations for bids shall be reviewed and approved by the Village Attorney prior to being issued.

~~b.~~d. **Public Notice:** Adequate public notice of the Invitation for Bids shall be given at a reasonable time prior to the date set for the opening of bids. It is the policy of the Village to seek as broad an advertisement for bids as is practical under the circumstances. As a minimum, advertisement for bids shall be as follows:

a. Notice inviting bids shall be published once in at least one newspaper of general circulation in the village and at least ten (10) days prior to the last day set for the receipt of bid proposals.

b. The newspaper notice required herein shall include at least a general description of the work to be performed or the articles to be purchased, shall state where bid proposals forms and detailed specifications may be secured, and shall state the time and place for opening bids.

c. Bids and proposals shall, to the extent possible, be solicited from all responsible prospective suppliers who have requested to be notified of purchases of the type being proposed or who are known to the village to do work or provide supplies of the type being sought, by sending those responsible prospective suppliers a copy of the notice to acquaint them with the proposed purchase or sale.

d. Bid announcements shall be advertised on the Village website.

~~c.~~e. Requirement for Bid Security: Bid Security will be required for all competitive sealed bidding for construction contracts. Bid security shall be a bond provided by a surety company authorized to do business in the State of Illinois, or a certified check, bank draft, or cashier check, or other form satisfactory to the Village.

f. Amount of Bid Security: Bid security amount is to be determined by the requisitioning department and shall be in an amount no less than 5% of the bid and no more than 10% of the bid.

~~d.~~g. **Bid Opening:** Bids shall be opened publicly by the ~~Village Clerk~~Finance Director or the Finance Director's designee and in the presence of one or more witnesses at the time and place designated in the Invitation for Bids. The amount of each bid, together with the name of each bidder, shall be recorded, and the record of each bid shall be open to public inspection.

~~e.~~h. **Bid Evaluation and Acceptance:** Bids shall be unconditionally accepted without alteration or correction, except as addressed in this policy statement. Bids shall be evaluated based on the requirements described in the Invitation for Bids, which may include criteria to determine acceptability such as inspection, testing, quality, workmanship, delivery and suitability for a particular purpose. The Invitation for Bids shall set forth the evaluation criteria to be used. No criteria may be used in bid evaluation that is not set out in the Invitation for Bids. At no time should any information be made available to any prospective bidder which is not available to all prospective bidders.

~~f.~~i. **Correction or Withdrawal of Bids:** After a bid opening, no changes in bid prices or other provisions of bids prejudicial to the interest of the Village or fair competition shall be permitted. Decisions to permit correction or withdrawal of bids, or to cancel awards or contracts based on bid mistakes prior to approval by the Village Board should be based upon the following criteria:

a. A bidder ~~should~~ will not be permitted to correct a bid mistake after bid opening that would cause the bidder to have the low bid, unless the mistake is clearly evident from examining the bid document, and is supported by proof that has evidentiary value--for example, extension of unit prices or errors in addition.

b. A low bidder ~~should~~ will not be permitted to correct a bid for errors in judgment.

~~b.~~c. In lieu of bid correction, the Village ~~should~~ may permit a low bidder alleging a material mistake of fact to withdraw its bid when there is reasonable proof that a mistake was made and the intended bid cannot be ascertained with reasonable certainty.

~~c.~~d. After bid opening, an otherwise low bidder ~~should~~ will not be permitted to delete exceptions to the bid conditions which affect price or~~f~~ substantive obligations.

~~d.~~e. ~~A suspected mistake by a bidder requires that the Village request confirmation of a bid. In such an instance, the bidder may correct the bid or withdraw it after acknowledgement that a mistake was made.~~If the Village suspects a mistake has been made by a bidder, it may request confirmation of a bid.

~~g.~~j. **Award:** Contracts shall be awarded to the lowest responsible bidder. In determining "lowest responsible bidder", in addition to the price, the V~~v~~illage may consider the following factors:

a. The ability, capacity and skill of the bidder to perform the contract or provide the service required;

b. Whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference;

c. The character, integrity, reputation, judgment, experience and efficiency of the bidder;

d. The quality of performance of previous contracts or services;

e. The previous and existing compliance by the bidder with laws and ordinances relating to the contract or service;

f. The sufficiency of the financial resources and the ability of the bidder to perform the contract or provide the service;

g. The quality, availability and adaptability of the supplies or contractual services to the particular use required by the village;

h. The ability of the bidder to provide future maintenance and service for the use of the contract; and

i. The number and scope of conditions attached to the bid, if any.

~~h.~~k. After approval by the Village Board, the award shall be processed with reasonable promptness by written notice to the successful bidder.

~~i.~~l. **Non-monetary Change Orders**: The Village Manager may execute change orders to extend the length of a construction contract by up to 30 days or other terms and conditions of a contract deemed necessary or in the best interest of the Village.

D. PROFESSIONAL SERVICES

1. All professional services contracts related to Architectural, Engineering, and Land Surveying Services will be governed by the requirements of the Local Government Professional Services Selection Act (50 ILCS 510/1 et seq.). Proposals shall be evaluated based upon the requirements set forth in the request for proposals, which may include qualifications, ability of professional personnel, past record and experience, performance data on file, willingness to

meet time and budget requirements, location, workload of the firm, work on similar projects, past performance with the Village, and financial stability. Cost may be considered, but may not alone determine the provider of the professional services. Competitive proposals are required where the total contract is $20,000 or greater. Where the cost is less than $20,000, the respective Department Head and the Village Manager shall determine whether such contract will be awarded on the basis of obtaining at least three quotes or on the basis of competitive request for proposals.

2. All requests for proposals for professional services shall contain a request for a proposed Total Fixed Price for the contract work.

3. For professional services ***other*** than architectural, engineering, and land surveying services, where the cost is less than $20,000, the respective Department Head and the Village Manager shall determine whether such contract will be awarded on the basis of obtaining at least three quotes or on the basis of competitive request for proposals. For those where the cost is $20,000 or greater, the contract shall be awarded based upon a competitive request for proposal, unless it is determined that an exception listed in Section C(1) applies. The Village Attorney shall determine if an exception is applicable.

~~C.~~E. RECEIPT

The person signing and approving the invoice for payment must determine that goods or services have been received in good order. By approving the invoice for payment with their signature, the individual is verifying proper receipt of goods or services has occurred.

~~D.~~F. SALES TAX EXEMPTION

The Village is a sales tax exempt organization in the State of Illinois. When making purchases for the Village, all reasonable attempts should be made to make purchases exempt from sales tax, which may require presenting the Village's sales tax exempt certificate and completing forms or other documentation. Village policy is that we do not pay sales tax or reimburse employees for sales tax paid out of pocket. In those unusual situations when sales tax payments are reasonably unavoidable, Department Managers can authorize payment or reimbursement of a nominal amount sales tax.

~~E.~~G. PAYMENT

1. **Checks:** Invoices for payment by check shall be submitted to the Finance Department. Invoices must be coded with the appropriate budget account and signed by the Department Director or valid designee. The invoice must also clearly state the purpose of the purchase. Purchases of food or meals must include a list of the individuals or groups receiving the food or meal. If purchase exceeds $5,000, the Village Manager must also sign the invoice, except utilities, postage, ~~impact fees~~developer donations, ~~DCE, SSA revenue~~, health insurance and routine refunds. All invoices must describe the Village business purpose for which the goods or services were purchased. Lien wavers from all contractors and subcontractors must be included with invoices for construction contracts and submitted to the Village Attorney before any payment will be authorized.

   All invoices will be reviewed by the ~~AP Fiscal Clerk~~Accounts Payable Coordinator for proper approval and coding and entered into the accounting system. The Assistant Finance Director will review and approve the invoices and reports for proper approvals and accuracy prior to printing checks.

   Checks will be printed every Friday. All invoices to be included in a Friday check run must be submitted to the Finance Department by 5PM the Wednesday before the check run. If the schedule is adjusted, Finance will alert departments as early as practical. Checks will not be sent out until all required signatures and documentation are received by the Finance Department. The Finance Department will distribute checks via U.S. mail. If a vendor wishes to pick up a check, the individual will need to provide identification sufficient to show their affiliation with the vendor, and will be required to sign a log provided by the Finance Department.

2. **Purchasing Cards:** Purchasing cards are issued to improve efficiency and make additional vendors available to provide goods for the Village through internet sales.

a. Issuance of Purchasing Cards: Employees may be issued a purchasing card upon request by the Department Director and approval by Finance Director and the Village Manager. Each card has a monthly purchase limit based upon the purchasing requirements of the employee. Employees must sign an agreement that they will use the card only for Village related purchases.

~~a.~~b. Use of Purchasing Cards: Use of a purchasing card does not change the approval structure established in Section ~~C~~B of this policy.

Each employee provided a Purchasing Card is responsible for the security of the card and should not permit its use for means other than those permitted by this policy. If an employee's card is used for egregious or repeated unauthorized purposes or uses, monthly reporting is not made in a timely manner, or it is used outside of the permissions of this policy, the employee's purchasing card may be immediately suspended or revoked, temporarily or permanently. If such action is taken, the employee's supervisor will be advised of the action and reasons for such action.

As with all purchases made on the Village's behalf, goods purchased with a purchasing card are exempt from sales tax. This is indicated on the front of all cards and should be pointed out to the vendor to prevent sales tax from being charged on any purchases made with the card. Depending on the vendor, card holders may still need to present the tax exempt letter or complete other documentation in order to receive the exemption.

The Village's purchasing card shall be used for Village purchases only. Absent approval from the Village Manager or Finance Director, the purchasing cards shall not be used for purchases for other people or organizations, even if the Village is reimbursed for the purchase.

~~b.~~c. Submission of Purchasing Card Expense Reports: Each month, the ~~AP Fiscal Clerk~~Accounts Payable Coordinator will receive a summary of all employee charges. Individual statements will be sent to each card holder for coding and ~~sign off~~approval. Card holders must review their monthly statement and return it to the Finance Department with their signature and an itemized invoice or receipt for each purchase. Department heads must review and approve the purchasing card statements of their employees. Such information shall be submitted to the Finance Department no later than 3 business days prior to the due date on the statement, unless other arrangements are agreed upon, in advance, with the Finance Department. Each month, the Finance Department will advise card holders of the due date via email, providing at least one week notice. All receipts or invoices must describe the Village business purpose for which the goods or services were purchased. All purchases of food or meals must list the individuals or groups that benefited from the meal.

The ~~AP Fiscal Clerk~~Accounts Payable Coordinator will review all card purchases for proper approval, coding and documentation and enter the charges into the accounting system. The Assistant Finance Director will review the invoices and accounting system reports for proper approvals and accuracy. All monthly purchasing card statements will be reviewed and signed off by the Department Director, Finance Director and the Village Manager.

~~2.~~3. **Open Accounts:** To allow for the efficient procurement of routine supplies, the Village has established a limited number of open accounts at local vendors. Only employees authorized by their Department Director may utilize an open account. When available, purchasing cards should be utilized rather than charging an item to an open account. The Department Director is responsible for ensuring all purchases made on an open account are utilized only for Village business purposes.

Use of an open account does not exempt an employee from obtaining quotes for items over $1,000. If an item is over $1,000, quotes must still be obtained as required in Section B (4).

Employees must submit receipts for all purchases made on an open account to the Finance Department. Receipts must describe the Village business purpose for which the items were purchased and include the signature of the employee approving the purchase.

~~3.~~4. **Petty Cash:** Petty cash has been established to expedite miscellaneous purchases and paying of small bills which need not be handled through check payment. These funds are to be used by all departments for facilitating purchases and are not to be used for the purpose of circumventing normal purchasing procedures.

Petty cash requests shall be limited to $50, unless approved by the Finance Director. Any amount above $50 must be reimbursed via a check request submitted to the Finance Department.

Each petty cash location shall have a designated custodian who is responsible for disbursing and maintaining the petty cash funds.

The petty cash custodian shall ensure that all petty cash disbursements are properly approved and that a record of each disbursement includes the following information:

a. Description of purchase.
b. Budget account.
c. Signature of employee approving disbursement.
d. Signature of petty cash custodian.
e. Signature of petty cash recipient.
f. Original itemized receipt.

As petty cash is depleted, the custodian shall submit a request to replenish petty cash to the Finance Department. The request shall include all the required documentation for disbursements made since the previous request. The AP Fiscal Clerk will review all purchases for proper approval, coding and documentation and enter the charges into the accounting system. The Assistant Finance Director will review the invoices and accounting system reports for proper approvals and accuracy and a check will then be issued to the petty cash custodian. The Finance Department may conduct periodic cash counts and/or audits of petty cash.

5. **Review of Vouchers:**

a. Accounts Payable Coordinator: The Accounts Payable Coordinator will review invoices submitted for payment to ensure proper documentation, amount, account coding, and approval.
b. Assistant Finance Director: The Assistant Finance Director will perform a detailed review of the vouchers after the Accounts Payable Coordinator to ensure proper documentation, amount, account coding, and approval.
c. Finance Director: The Finance Director will receive from the Accounts Payable Coordinator a list of the vouchers for review. The Finance Director shall review the list and pose questions and request documentation as he or she deems necessary.
d. Village Attorney: The Village Attorney shall review the vouchers in advance of the board meeting to review items of a legal nature.
e. Village Manager: The Accounts Payable Coordinator will provide the Village Manger with a listing of paid invoices for inclusion on a Village Board Agenda. The Village Manager shall review said listing.

~~a.~~

~~4.~~6. **Village Board Approval of Vouchers:** All payments will be approved by the Village Board. The ~~AP Fiscal Clerk~~Accounts Payable Coordinator will provide the Village Manager's office with a listing of paid invoices for inclusion on a Village Board meeting agenda. The invoice list will also be provided to all Trustees and a Trustee will be designated to review the invoices prior to Village Board payment approval. To ensure prompt payment, checks will be released prior to the Village Board meeting if the purchase has been properly approved and all required signatures and documentation have been received by the Finance Department.

~~F.~~H. MANAGEMENT CONTROLS

1. **Purchase Orders:** Purchase orders will be created for amounts greater than $20,000, which require board approval prior to purchasing. Purchase orders may be issued for lower dollar amounts if requested by a department. The ~~AP Fiscal Clerk~~Accounts Payable Coordinator will create the purchase orders in the accounting system following board approval of a purchase. The purchase order is then sent to the ~~Assistant~~ Finance Director for review. A copy of the original

purchase order is forwarded to the department making the purchase. The purchase order number must be included on all payment requests.

2. **Inspection and Testing:** The inspection and testing of delivered materials or equipment should occur at the time of delivery. Department Directors are responsible for ensuring that the quantity and quality of the delivered goods are as ordered and that all purchases made within their department are received and utilized solely for Village business. In the case of items for inventory or resale, Department Directors are responsible for maintaining an ongoing inventory record of such items. The Finance Department may review inventory records on a periodic basis and as part of the annual audit process.

3. **Internal Audits:** The Finance Department will conduct periodic audits of purchases. It shall be the responsibility of each Department Director to provide the Finance Department with the necessary information to verify any purchases chosen for an audit.

4. **External Audits:** The Village will engage an external public accounting firm to perform an annual audit of the financial statements. Such an audit will include an assessment of internal controls related to purchasing.

5. **Treasurer's Report:** The Village will produce an annual Treasurer's Report in accordance with State statutes, which includes all payments to vendors for the past year. The report will be reviewed to assess potential areas to increase purchasing efficiencies.

6. **Public Disclosures:** The Village will produce and publish other reports and disclosures related to payments and disbursements, which may be published on the Village website, hard copy available for public inspection or in another manner as required or allowed by law.

7. **Additional Policies:** Village Management will periodically review and revise additional policies related to purchasing including, but not limited to, uniforms, travel, and cell phones. Such policies may be implemented as administrative orders.

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Mark Franz, Village Manager Revision Date

Original order approved December 7, 2011, revised September 16, 2013, and July XX, 2015