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**OAK LAWN PUBLIC LIBRARY
BOARD POLICY
PURCHASING**

1. The Director is delegated the authority to purchase any item for a sum not to exceed \$25,000.00 for any one item purchased from one specific vendor.
2. For most purchases of \$5,000.00 to \$25,000.00 there will be written informal quotes solicited from at least two suppliers with the lowest or best quote accepted.
3. Annually, the Board of Trustees may approve a list of authorized vendors for certain outsourced services (plumber, electrician, building repair services, printing services, internet provider, communication services, utilities, legal counsel, security services). These vendors will be exempt from the multiple informal quote process mentioned in section 2.
4. To ensure fiscal responsibility, the Library should obtain and consider competitive quotes to compare to the approved vendors mentioned in Section 3 every eight (8) to ten (10) years.
5. All purchases of more than \$25,000.00 shall be let for advertisement for bids and awarded to the lowest or best responsible bidder or bidders. This shall not apply to construction, improvements, or purchases identified as excluded in the Illinois Compiled Statutes 75 ILCS 16/40-45.
6. All advertisements for bids shall be in a newspaper of general circulation in the Village of Oak Lawn, and shall be published at least once on a date at least fourteen days prior to the time set for bid opening.
7. Every effort should be made to solicit bids and conduct business with companies in Oak Lawn.
8. The Library will not conduct business over \$1,200.00 with any vendor related to or affiliated with any current employee or trustee.

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9. All Library purchases are to be finalized only by the authorized purchasing agents in the Business Office and Technical Services Department.
10. The environmental impact of all purchases will be considered and the Library will proceed in the most environmentally friendly and cost effective manner possible.

Adopted: 10/12/76

Revised: 07/08/86, 07/14/87, 07/09/91, 07/14/92, 07/20/93, 07/18/95, 07/20/99, 07/24/01, 07/16/02, 07/21/05, 07/18/06, 07/15/08, 07/21/09, 07/20/10, 07/19/11, 07/17/12, 07/15/14, 07/21/15, 04/19/16, 07/17/18, 07/16/19, 07/21/20, 07/20/21, 08/20/24