

Policy 107

COMINS TOWNSHIP POLICY FOR PURCHASING OR BIDDING

At a Regular Meeting of the Comins Township Board held on Tuesday, April 25th, 2023, a motion was made by R. Murphy, seconded by A. Handrich, and carried, to establish the following guidelines:

PURPOSE: This policy controls the expenditure of funds for supplies, parts, repairs, services, training and equipment for the normal and routine operation of the Township of Comins, including all contracted outside services.

Routine Purchases

1. The Township Supervisor/Clerk/Deputy Clerk are the purchasing agents for the Township of Comins. He/she may make or authorize routine purchases of \$1,000.00 or less and shall approve and sign all purchase orders.
2. Every reasonable attempt must be made to ensure that purchases are being made in a manner that ensure the Township is receiving the best value for the money being expended.
3. All purchases need to be preauthorized by the Facility Manager or Supervisor. An employee making a purchase will sign the vendor's sales slip, turn it in to the Facility Manager for coding, and the Clerk will verify authorization prior to preparing payment.
4. In emergencies, when necessary to protect the health, welfare, safety and wellbeing of the community, the Supervisor may make or authorize an expenditure higher than \$1,000.00; after receiving the consent of the Clerk & Treasurer and one other Board member. (If the Supervisor has designated the responsibilities of being purchasing agent to the Clerk, then the Clerk must obtain the consent of the Supervisor, Treasurer, and one other Board member). If the Supervisor, or Treasurer, are not available, then consent must be obtained from one or more Trustees.
5. All purchases of goods or services in an amount higher than \$5,000.00, and all Contracts for recurring services, must abide by the bid policy as set forth below.
6. All purchases of goods and services in an amount higher than \$5,000.00, except as noted in paragraph 5 above, and all contracts for recurring services must be approved by the Township Board.

7. Bids for goods and services must be solicited and requests for proposals prepared under the following circumstances:

a. \$5,000.00 - \$10,000.00; a request for proposals must be prepared and an attempt made to get three bids, however these bids may be solicited from an approved Vendor List. Publication of a Notice to Bidders is not required. The bids do not have to be sealed.

b. \$10,000.00 and above; a request for proposals must be prepared and an attempt made to get bids must be obtained. A Notice to Bidders is required to be published in the Township's newspaper of record and should also be sent to all relevant vendors on the approved Vendor List. The bids must be sealed.

9. Bids for recurring services must be solicited and requests for proposals prepared for all contracted services, including professional services, with the following requirements:

a. Where possible, all contracts must cover a one-year period and include costs in increments reflecting each Township fiscal year of the contract.

b. All contracts must contain the clause that the Township may terminate the contract with or without cause at any time, upon written thirty (30) day notice and that the contractor must turn over any files and information in their possession to the Township Supervisor at the end of that thirty (30) day period.

c. The contract may also contain the clause that the contractor may terminate the contract with or without cause at any time, upon written sixty (60) day notice, under the same conditions as made in paragraph 9b above.

Effective: May 25, 2004 : E. Handrich/S. Marble

Revised: January 28th, 2020 : K. Wangbichler/A. Handrich

Revised: April 25th, 2023