



## Legislation Text

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### PROPOSED ORDINANCE AMENDMENT

#### CONTRACTS AND PURCHASES

**BE IT ORDAINED**, by the Forest Preserve District of Cook County Board of Commissioners, Title 1 - ADMINISTRATIVE, Chapter 8 - DISTRICT FINANCES, Section 2 - CONTRACTS AND PURCHASES of the Forest Preserve District of Cook County Code of Ordinances is hereby amended as follows:

#### 1-8-2: - CONTRACTS AND PURCHASES

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K. *No Delegation of Power to Act for Expenditure Exceeding \$150,000.00*: The Purchasing Agent may authorize, without board approval, the following:

1. The award of a contract in an amount not to exceed one hundred fifty thousand dollars (\$150,000.00), subject to any applicable limitations on contract terms (see Section 1-8-2(L) below); and
2. ~~The expenditure of public money to a single vendor in a fiscal year by a District Department in an amount not to exceed one hundred fifty thousand dollars (\$150,000.00).~~ The Purchasing Agent shall have the authority to approve purchase orders in an amount not exceeding one hundred fifty thousand dollars (\$150,000.00) to the same vendor in a fiscal year by a District Department without Board approval.

The Purchasing Agent may approve an amendment to a contract, without prior Board approval; subject to the following conditions:

- (a) That such amendment does not increase the original amount of the contract by more than five thousand dollars (\$5,000.00) or ten (10) percent of the original contract amount, whichever is greater; and
- (b) If contract has not already been approved by the District Board of Commissioners, that the amendment does not cause the contract amount to exceed one hundred fifty thousand dollars (\$150,000.00) during the term of the contract, as amended.

The Comptroller shall have authority to approve without Board approval the expenditure of public money to a single vendor in a fiscal year by a District Department in an amount not to exceed one hundred fifty thousand dollars (\$150,000.00). The Comptroller also shall have authority to approve without Board approval the expenditure of public money to a single vendor in a fiscal year by a District Department in an amount greater than one hundred fifty thousand dollars (\$150,000.00) pursuant to the terms of a contract previously approved by the District Board and subject to any increase in the contract amount that the Purchasing Agent is permitted to make under this Section 1-8-2(K), provided that any such expenditures shall be included in the monthly Disbursements Report(s) provided to the District Board by the District's Chief Financial Officer pursuant to Section 1-8-2(BB).

The Board of Forest Preserve Commissioners shall have no power or authority to delegate to any committee or other person or persons the "power to act," when such "power to act" shall involve the (i) the award of a contract in an

amount exceeding one hundred fifty thousand dollars (\$150,000.00)), and/or (ii) the expenditure of public money to a single vendor in a fiscal year by a District Department in an amount exceeding one hundred fifty thousand dollars (\$150,000.00) other than pursuant to a Board approved contract; except in the following instances: the payment of public utility bills; the payment of rent, pursuant to the provisions of a lease previously approved by the District Board; payment of insurance premiums; agreements and other documents necessary to carry out grant-funded projects or other board authorized transactions. Any action of the Board, or of any committee thereof, or of any other person or persons in violation of this section shall be null and void. No officer of the District, or other person shall incur any indebtedness on behalf of the District, unless first authorized by the District Board.

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O. *Purchase Procedure:*

1. *Purchases of ~~one thousand dollars (\$1,000.00)~~ five thousand dollars (\$5,000.00) or less:* Purchases of goods, supplies, or materials of ~~one thousand dollars (\$1,000.00)~~ five thousand dollars (\$5,000.00) or less in a fiscal year to a single vendor by a District Department may be made without obtaining competitive quotes or bids.

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BB. *Procurement and Disbursements Reports:* The District's Chief Financial Officer shall submit a report to the Board on a monthly basis listing the procurements that exceed five thousand dollars (\$5,000.00) and do not require Board approval, including a list of each vendor from whom the District makes such a procurement, a brief description of the product or service provided, the fund from which the funds are being encumbered, as well as the amount. The District's Chief Financial Officer shall provide a monthly report to the Board of the following:

1. Individual ~~individual~~ and total amount of disbursements made for contracts not approved by the Board involving any expenditure that exceeds five thousand dollars (\$5,000.00) ~~and that do not require Board approval~~, including a list of each vendor to whom the District makes such disbursements, a brief description of the product or service provided, the fund from which the funds are being drawn and the amount of the payment; and
2. Individual and total amount of disbursements made for contracts approved by the Board involving any expenditure that exceeds one hundred fifty thousand dollars (\$150,000.00), including a list of each vendor to whom the District makes such disbursements, a brief description of the product or service provided, the fund from which the funds are being drawn and the amount of the payment.

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**Effective date:** This ordinance shall be in effect immediately upon adoption.