



# **APPENDIX B: SPECIMAN BOARD POLICIES**

**SCHAUMBURG COMMUNITY CONSOLIDATED SCHOOL DISTRICT 54  
BOARD OF EDUCATION POLICY**

**DIF**  
**(Fiscal Management)**

**FIXED ASSET CAPITALIZATION**

Capital items with a unit cost in excess of five hundred dollars (\$500.00) and an expected useful life greater than one (1) year shall be recorded as capital assets of the District.

Supply items that have a unit cost less than five hundred dollars (\$500.00) are recorded as current expenses of the District and not recorded as capital assets of the District.

**Cross-Reference:** DID – Inventories - Capital Items  
DJA – Purchasing Authority

**No administrative guidelines accompany this policy.**

**SCHAUMBURG COMMUNITY CONSOLIDATED SCHOOL DISTRICT 54  
BOARD OF EDUCATION POLICY**

**DJA/DJA-R**  
**(Fiscal Management)**

**PURCHASING AUTHORITY**

The Board authorizes the Purchasing Agent/Coordinator, under the direction of the Assistant Superintendent-Business Services, to see that all purchases are made in the interests of economy and efficiency, with standards and procedures established to purchase the best product or service for the most reasonable expenditure.

Common items that are generally used throughout the District shall be grouped and let out for bid. All contracts for supplies, materials or work involving an expenditure shall be in accordance with the School Code of Illinois.

**Cross-Reference:** DID - Inventories-Capital Items

**Legal Reference:** 105 ILCS 5/10-20.21 (PA095-0990)

**Administrative Guidelines**

- A. Purchases in excess of the amount specified in the School Code, except those exempted by law, shall have support of sealed bids.
  - 1. Rejection of bid for budgeted items may be made by the administration if they do not meet required specifications.
  - 2. Awards shall be made by action of the Board based on information furnished by the administration.
  - 3. All contracts approved by the Board shall be in accordance with the provisions of School Code.
  
- B. The administration is authorized to proceed with the purchase of any specifically budgeted items whose purchase price per item is within the limits of the budget, under the limit as specified in School Code.
  - 1. If competitive bids are deemed advisable, they will be obtained.
  - 2. Awards or rejections may be made by the administration.
  
- C. Data pertaining to purchases within the dollar amount as specified in the School Code covering any non-budgeted items shall be presented to the Board at its next regular meeting.
  - 1. No purchase is authorized without Board approval.
  - 2. In cases of special need, the administration may secure prices on non-budgeted items in excess of twenty five thousand dollars (\$25,000.00), and then await Board approval.

Page 1 of 2

Approved: January 7, 1982.

Reviewed: December 4, 2001.

Revised: August 21, 1986; March 19, 1992; June 17, 1993; November 18, 1993; April 20, 2000; December 4, 2008;

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**DJA/DJA-R**  
**(Fiscal Management)**

3. On non-budgeted items under of twenty five thousand dollars (\$25,000.00), the administration may proceed to make purchases when justified by a special problem or need.
  4. In cases of special need involving contracts for supplies, materials or work necessary for the repair, maintenance or construction of the District's facilities, the administration may proceed to make purchases for budgeted items under fifty thousand dollars (\$50,000.00) when justified by a special problem or need.
- D. All bidders shall be notified of the bid opening and be invited to be present.
1. Bids may be opened at a meeting prior to the awarding of the contract.
  2. After the bids are recorded, the Purchasing Agent/Coordinator, under the direction of the Assistant Superintendent-Business Services, or District consultant, shall study prices, compare the quality, and make recommendations.
- E. The Board reserves the right to consider the past experience and responsibility of the bidders and may award the contract to the lowest responsible bidder, providing they fully meet the specifications requirements.
- F. The Board reserves the right to reject any and all bids and to waive any or all informalities in connection with the bids.
- G. All bids to be considered by the District shall include a signed statement of compliance with federal and state regulations regarding equal employment opportunity and a certification statement that the bidder is not barred from bidding as a result of violation of bid-rigging or bid-rotating provisions of Article 33E of the Criminal Code of 1961 as amended.

Page 2 of 2

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**SCHAUMBURG COMMUNITY CONSOLIDATED SCHOOL DISTRICT 54  
BOARD OF EDUCATION POLICY**

**DN/DN-R  
(Fiscal Management)**

**DISPOSAL OF DISTRICT PROPERTY**

The District will dispose of excess District property within established methods set by the Board.

**Administrative Guidelines**

- A. The Superintendent, or designee, shall have the responsibility for determining when District property is not needed for District purposes. Property so designated shall be disposed of through one or more of the following procedures:
1. An item having a fair market value of less than five hundred dollars (\$500.00) may be disposed of by the Superintendent, or designee, without Board approval. When disposing of such items the following priorities shall apply.
    - a. Whenever possible, items shall be used for trade-in value on the purchase of new equipment and materials.
    - b. Items that cannot be traded in shall be offered periodically for sale if a resale market exists. The sale shall be advertised.
    - c. Items that cannot be traded or sold may be donated to a requesting agency with preferences being given to local non-profit organizations.
    - d. Items that cannot be traded, sold, or donated may be disposed of by the most efficient and environmentally sound means available.
  2. An item having a fair market value of more than five hundred dollars (\$500.00) may be disposed of by the Superintendent, or designee, with Board approval. When disposing of such items the following priorities shall apply.
    - a. Whenever possible, items shall be used for trade-in value on the purchase of new equipment and materials.
    - b. Items that cannot be traded shall be offered periodically for sale if a resale market exists. The sale shall be advertised. The District shall reserve the right to reject all bids.
    - c. Items that cannot be traded or sold may be donated to a requesting agency with preferences being given to local non-profit organizations.
    - d. Items that cannot be traded, sold, or donated may be disposed of by the most efficient and environmentally sound means available.
- B. All property disposed of through sale, donation, or trade shall be on an "as is" basis. The person or agency receiving the property shall be responsible for delivery. All property shall be disposed within the limits of established laws and ordinances.

## Operational Services

### Purchases

Adoption of the annual budget authorizes the Superintendent or designee to purchase budgeted supplies, equipment, and services. Purchases of items outside budget parameters require prior Board approval, except in an emergency.

All contracts for supplies, materials, or work involving an expenditure in excess of \$25,000 shall be made in accordance with the State law bidding procedure, unless specifically exempted. Sealed, competitive bidding, with certain statutory exceptions, is required. The Superintendent or designee shall prepare the necessary legal notices. The contract will be awarded to the lowest responsible bidder, considering conformity with specifications, delivery terms, quality, and serviceability. The Superintendent or designee shall report the results of the bidding to the Board of Education, together with a recommendation and supporting rationale. Contracts will be awarded by the Board of Education at an official meeting. Bid deposits of 10 percent of the bid amount, assuring good faith in bidding, and performance bonds to the extent of 100 percent of the contract amount, may be required.

The Superintendent shall develop procedures which will allow the purchase of good quality products and services at the lowest cost, with consideration for service, quality, and delivery promptness, and in compliance with State law.

When presenting a contract or purchase for Board approval, the Superintendent or designee shall ensure that it complies with applicable State law, including but not limited to, those specified below:

1. Supplies, materials, or work involving an expenditure in excess of \$25,000 must comply with the State law bidding procedure, 105 ILCS 5/10-20.21, unless specifically exempted.
2. Construction, lease, or purchase of school buildings must comply with State law and Board policy 4:150, *Facility Management and Building Programs*.
3. Guaranteed energy savings must comply with 105 ILCS 5/19b-1 et seq.
4. Third party non-instructional services must comply with 105 ILCS 5/10-22.34c.
5. Goods and services that are intended to generate revenue and other remunerations for the District in excess of \$1,000, including without limitation vending machine contracts, sports and other attire, class rings, and photographic services, must comply with 105 ILCS 5/10-20.21. The Superintendent or designee shall keep a record of: (1) each vendor, product, or service provided, (2) the actual net revenue and non-monetary remuneration from each contract or agreement, and (3) how the revenue was used and to whom the non-monetary remuneration was distributed. The Superintendent or designee shall report this information to the Board by completing the necessary forms that must be attached to the District's annual budget.
6. The purchase of paper and paper products must comply with 105 ILCS 5/10-20.19c and Board policy 4:70, *Resource Conservation*.

The Superintendent or designee shall: (1) execute the reporting and website posting mandates in State law concerning District contracts, and (2) monitor the discharge of contracts, contractors' performances, and the quality and value of services or products being provided.

LEGAL REF.: 105 ILCS 5/10-20.19c, 5/10-20.21, 5/10-22.34c, and 5/19b-1 et seq.  
820 ILCS 130/.

CROSS REF.: 2:100 (Board Member Conflict of Interest), 4:70 (Resource Conservation), 4:150  
(Facility Management and Building Programs)

ADOPTED: September 10, 2002

REVISED: August 2, 2005; December 4, 2007; December 2, 2008, April 6, 2010

## Operational Services

### Bidding Procedures

All contracts for the purchase of supplies, materials, or work, or contracts with private carriers for transportation of pupils involving an expenditure in excess of \$10,000, except those specifically exempted by Section 10-20.21 of the *Illinois School Code*, shall be subject to the bid process set forth in Section 10-20.21. In addition, using the District's goal for Continuous Improvement, it is understood that even if supplies, materials, work or services are not required by statute to be formally bid, either because they are not covered by or are exempt from statutory bidding requirements, proposals or bids shall be solicited through the Request For Proposal (RFP) process in order to provide the best value to the community.

In addition to the due advertisement and bidder notification requirements of Section 10-20.21 of the *Illinois School Code*, all RFPs and bids will be published on the District's website on the same day they are published in the newspaper or sent to vendors via mail, phone, or fax.

All RFP and bid documents shall include an option for the Board of Education to reject any bid in which only one vendor submitted a bid which conformed to specifications. For any item that was subject to bid for which only one vendor submitted a bid/RFP, the Board shall be notified within five (5) days of the bid closing, if the bid/RFP is to be recommended for approval. The Board shall receive an explanation of why only one vendor responded and shall be provided with the original bid/RFP documents. Any bid/proposal must be submitted to the Board for approval prior to the issuance of any contract, purchase order or other obligating document.

The following products or services shall be procured through the RFP process on a schedule no less frequently than the following, unless a recommendation is approved by the Board to postpone the RFP process for a particular product or service until the next appropriate interval:

1. Every two (2) years or in concurrence with renewal periods:
  - Workers Compensation Insurance
  - Comprehensive and General Liability Insurance
  - Energy contracts including electric and natural gas
2. Every three (3) years or in concurrence with renewal periods:
  - Banking and investment services
  - Financial auditing services
  - Telecommunication services such as telephone and Internet
3. Legal Services: the Administration will review legal services every two (2) years and a report will be provided to the Board summarizing legal services and the effectiveness of said services.



Purchases for technology products shall be subject to the RFP process when those items are in excess of \$10,000. Such items include monitors, routers/hubs, network cards, memory modules, or technology products for which an identical item or its functional equivalent is available from multiple sources.

Consulting contracts in excess of \$10,000 or open ended consultant contracts, shall require prior Board approval. The fee disclosure when an outside consultant is utilized shall be stated as either a flat fee, a percent of contract fee, or an hourly rate fee with a "cost not to exceed" limit.

The use of outside consultants in excess of \$10,000, including architectural services, or the preparation of bid specification or bid document review must have Board approval prior to the start of the bid process. The fee disclosure when an outside consultant is utilized shall be stated as either a flat fee, a percent of contract fee, or an hourly rate fee with a "cost not to exceed" limit.

When procuring architectural, engineering, or land surveying services of \$25,000 or more, unless the Board has a satisfactory relationship with such a firm or declares by resolution that an emergency exists, the Board shall comply with the RFP process set forth in the *Local Government Professional Services Selection Act* (50 ILCS 510/0.01, et. seq.), which prohibits the Board from seeking cost estimates, fee proposals, or proposals containing any other measure of compensation prior to selecting a firm for negotiation under that Act.

LEGAL REF.: 105 ILCS 5/10-20.21  
50 ILCS 510/0.01, et seq.

CROSS REF.: 4:60 (Operational Services-Purchases)

ADOPTED: August 13, 2008

REVISED: January 10, 2010 (given new number only)