



# MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

**TITLE:** Bidding

**NO.** 5.3.1

**SECTION:** Business Affairs

**PAGE:** 1 of 1

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The Chief Financial Officer, under the direction of the President, may solicit estimates and proposals on all goods and services, which do not exceed \$25,000 in value and place orders based upon information thus obtained.

At least three quotes for proposals for goods and services ranging between \$1000 and not exceeding \$24,999 in value must be provided by the Business Office with requisitions. Any proposal for goods and services exceeding \$25,000 in value shall be bid out as provided below.

Orders for goods and services exceeding \$25,000 in value but not excluded under Chapter 110, Act 805, Section 3-27.1 of the Illinois Compiled Statutes shall be subject to the bidding process outlined in said statute. The Board shall award all contracts for purchase of supplies, materials or work involving an expenditure in excess of \$25,000 to the lowest responsible bidder considering conformity with specifications, terms of delivery, quality, and serviceability and compliance with the College's Purchasing Policy and the Business Enterprise for Minorities, Females and Persons with Disabilities Act.

In accordance with the Illinois Community College Act, a technology purchasing plan will be submitted to the Board on an annual basis.

Contracts for Professional Services shall not require a bidding process as these contracts are for the service of individuals possessing a high degree of professional skill, where the ability or fitness of the individual plays an important part. Professional Services shall include but not be limited to; engineers, insurance brokers, doctors, health officers, land planners, finance directors, auditors, attorneys, or other professional consultants who require technical training or knowledge, or any other professional service that is incorporated into the Illinois Municipal Code, 65 ILCS 5/1(et seq.)

The College may enter into contracts for a term exceeding one year and not exceeding the terms of office of the majority of the members of the Board holding office at the time the contract is executed related to Professional Services subject to the discretion of the President.

Additionally, the College shall follow an RFP bid cycle every 3 years as the awarded contract shall terminate after such time, unless specified differently in the RFP.

RFP responses shall include an economic interest requirement to ensure all conflicts of interests are disclosed between the company bidding and the College.

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**DATE APPROVED BY BOARD OF TRUSTEES:** November 20, 1980; January 23, 2017; January 23, 2019; December 18, 2019

**DATES REVISED:** March 24, 1983; November 28, 1990; August 25, 1994; October 25, 2001; January 28, 2004; October 26, 2011; June 26, 2019

**REVIEWED DATES:** November 2013; December 19, 2018; June 26, 2019

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527