

**POLICY 705**  
**CONSTRUCTION, CAPITAL IMPROVEMENTS, AND CONTRACTUAL SERVICES**

**A. Formal bids required**

All purchases and commitments for construction, capital improvements, and contractual services, shall be awarded to the lowest responsible bidder, considering conformity with specifications, terms of delivery, quality, and serviceability requirements.

Formal bidding is not required in the following cases unless it is otherwise required by Section 75 ILCS 16/40-45 (b):

1. Where the amount involved is under \$25,000.
2. Where the goods or services to be procured are economically procurable from only one source, such as contracts for public utility services, books, and specially designed business and research equipment and related supplies.
3. Where the services required are for professional, technical, or artistic skills.
4. Where contracts for the maintenance or servicing of, or provision of repair parts for, equipment which are made with the manufacturer or authorized service agent of that equipment where the provision of parts, maintenance, or servicing can best be performed by the manufacturer or authorized service agents.
5. Purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and interconnect equipment, software, and services.
6. Contracts for goods or services procured from another governmental agency.
7. In emergencies when immediate repairs or replacement of equipment owned by the Library is necessary in order to permit the Library to properly function, or when there has been a local disaster or catastrophe.

The method for the solicitation of bids and procedures is as follows:

8. The Board shall request a "call for bids" in an open meeting.
9. A call for bids shall be prepared. The Board may call upon expert advice to assist with preparing bidding documents.
10. The call for bids shall describe in detail the required qualifications for bidders, specifications of the goods or services, terms of delivery, draft of the contract (if applicable), need for performance bond (if applicable), whether samples are required, the form in which to submit the bid, any other conditions, and the time and place for opening bids.
11. Notice of the availability of such call for bids shall be published in at least one local newspaper and on the LLD website. The Board may select additional newspapers or other publications in which to place such advertisements. In accordance with 75 ILCS 16/1-30 (b), all notices shall be given at least 30 days before the hearing. A copy of the notice shall be posted at the LLD.

12. The Director shall present the bids to the LLD Board of Trustees. The Board shall make the decision and award the contract in an open meeting.

B. Formal bids not required

All purchases and commitments for construction, capital improvements, and contractual services not requiring bids under this policy, shall be made on the basis of price, quality, and dependability and using at least three informal competitive quotations from qualified suppliers. Three quotations are not required where the amount is under \$2,000.00.

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