03/07/25

VILLAGE OF BARRINGTON

ORDINANCE NO. 2025-4507

AN ORDINANCE AMENDING THE JUNE, 2023 PURCHASING POLICY
PREVIOUSLY ADOPTED BY THE VILLAGE AND
AMENDING ARTICLE A, "VILLAGE MANAGER", OF
CHAPTER 6, "VILLAGE OFFICERS AND EMPLOYEES", OF
TITLE 1, "ADMINISTRATION", OF THE BARRINGTON VILLAGE CODE

(RE: Section 1-6A-6: Purchases and Expenditures)

ADOPTED BY THE

CORPORATE AUTHORITIES OF THE

VILLAGE OF BARRINGTON

THIS 14 DAY OF April, 2025

Published in pamphlet form by authority of the Corporate Authorities of the Village of Barrington, Illinois, this 14 day of April, 2025.

Ordinance No. 2025-4507

AN ORDINANCE AMENDING THE JUNE, 2023 PURCHASING POLICY PREVIOUSLY ADOPTED BY THE VILLAGE AND AMENDING ARTICLE A, "VILLAGE MANAGER", OF CHAPTER 6, "VILLAGE OFFICERS AND EMPLOYEES", OF TITLE 1, "ADMINISTRATION", OF THE BARRINGTON VILLAGE CODE
(RE: Section 1-6A-6: Purchases and Expenditures)

WHEREAS, the Corporate Authorities of the Village of Barrington have determined that it is necessary and advisable to amend certain provisions of the current Purchasing Policy which was adopted in 2023 by Ordinance No. 2023-4284 and which became effective in June, 2023 and that it is in the best interests of the Village and its residents that Section 1-6A-6, "Purchases and Expenditures", of Article A, "Village Manager", of Chapter 6 of Title 1 the Village of Barrington Village Code be amended consistent therewith as herein set forth:

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Barrington, Cook and Lake Counties, Illinois, in exercise of the authority of this Village as a Home Rule unit, that:

SECTION 1: The Corporate Authorities of the Village hereby find that the recitals hereinabove set forth are true and correct and are incorporated into the text of this Ordinance as its findings to the same extent as if each such recital had been set forth herein in its entirety.

SECTION 2: The current Purchasing and Payments Policy and Procedure Manual ("Policy and Procedure Manual") of the Village which was adopted in 2023 by Ordinance No. 2023-4284 and which became effective June 5, 2023, is hereby amended, in relevant part, as follows:

A. Section 1.3, "Conflicting Provisions", shall be amended to read as follows:

> "1.3 Conflicting Provisions: In the event of a conflict ~~between~~ among any provisions in this Policy and Procedure Manual and any provisions of ~~an~~ Illinois statutes or Village Ordinances, the following shall apply:

The provisions of ~~an Illinois statute~~ any Village Ordinance shall prevail over any Illinois statute ~~where it is in conflict with any Village Ordinance and the provisions of any Village Ordinance shall prevail~~ where such statute is in conflict with any provisions of this Policy and Procedure Manual."

B. Paragraph A of Section 2.4, "Types of Purchases; Certain Approvals and/or Documents Required", shall be amended to read as follows:

"A. Approvals and/or Standardized Documents Required:
Some purchases and/or the engagement of services may require approval of contract documents by a resolution or ordinance of the Corporate Authorities of the Village. In order to protect and preserve the best interests of the Village, the Village has developed certain standardized agreements and other contract documents which, in many instances, are required to be included as part of the package of contract document(s) for the purchase of goods and/or the engagement of services and which require approval by resolution or ordinance of the Corporate Authorities. The User Department should consult the Village Attorney to determine which standardized contract document(s) are applicable to the circumstances. Copies of these standardized documents are being provided as an appendix to this Policy and Procedure Manual (See Section 10.0)."

C. Subparagraph 1 of Paragraph C, "Contracts, Credit Accounts, and Blanket Purchase Orders", of Section 2.4, "Types of Purchases; Certain Approvals and/or Documents Required", shall be amended to read as follows:

"1. Contracts Approved by the Corporate Authorities – contracts may be approved by the Corporate Authorities as a result of ~~an~~ a request for proposal or request for bid process, through a franchise agreement, or for any other purchase over $25,000 authorized by resolution or ordinance. As set forth in Section 2.4(A) hereof, the Village has developed several standardized types of contract documents for the purchase of goods and/or engaging services, copies of which are provided as Appendix 1 to this Policy and Procedure Manual (See Section 10.0) which contract documents should be utilized by the respective Departments."

D. Subparagraph 3 of Paragraph D, "Purchases Requiring a Purchase Order (Greater than $5,000, Less than $25,000", of Section 2.4, "Types of Purchases; Certain Approvals and/or Documents Required", shall be amended to read as follows:

"3. Requisition for Purchase Order – Once a vendor has been selected, Department Heads or their designated representatives should complete a request for purchase order form and include copies of the three written price quotations. All purchase order requests need to be approved by the Department Head and the Director of Financial Services. Once approved, Financial Services will produce the purchase order and forward a copy to the initiating department and vendor as appropriate. Purchase orders for amounts that exceed $25,000 need to be approved by the Corporate Authorities and the number of the authorizing resolution or ordinance must be clearly marked on the purchase

order. The Village Manager or the Director of Financial Services shall have the authority to waive the purchase order requirement for goods or services."

E. Section 2.6, "Purchases Requiring Village Board Approval (Purchases Greater than $25,000)", shall be amended to read as follows:

"When a Department needs to purchase ~~an item or service~~ goods and/or services that will exceed $25,000, the applicable standardized contract documents previously developed by the Village for this purpose will need to be prepared for the specific transaction by the respective User Department, and a resolution or ordinance approving this purchase needs to be approved by the Village Board. The User Department should work with the Village Attorney to prepare the applicable standardized contract documents and the required resolution or ordinance because the Village's Attorney maintains a library of contract documents and resolutions or ordinances that can be adapted to most purchasing needs. As set forth in Section 2.4(A) hereof, the Village has developed several standardized types of contract documents for the purchase of goods and/or engaging services which contract documents should be utilized by the respective User Department to complete the approval process. Copies of the standardized contracts presently in use by the Village are set forth as Appendix A.

Once the contract documents and resolution or ordinance have been approved by the Village Board, the user department should follow the Purchase Order process to complete the purchase of the item or service."

F. Subparagraph "e" of Section 2.7, "Purchases Requiring a Request for Proposal/Qualifications (RFP/RFQ)", shall be amended to read as follows:

"e. Proposals are tabulated and analyzed by the Department according to the criteria to be used to award the contract included in the RFP/RFQ. Based on these analyses, a written recommendation is made to the Village Manager. The recommendation for award shall be based on the proposal that most closely meets the Village's needs according to the criteria specified in the RFP/RFQ. Assuming the bid is for a project or service that costs in excess of $25,000, the Department will need to present the bid results and recommendation for awarding the bid to the Corporate Authorities for approval ~~via~~ by resolution or ordinance."

SECTION 3: Section 1-6A-6, "Purchases and Expenditures", of Article A, "Village Manager", of Chapter 6, "Village Officers and Employees", of Title 1, "Administration", of the Barrington Village Code, is hereby amended to read as follows:

"1-6A-6: Purchases and Expenditures:

A. The Village Manager, or his or her designee, shall be the purchasing agent for the Village and shall make all purchases and other expenditures on behalf of the Village authorized by the annual budget then in effect; provided that all purchases and other expenditures over ~~$20,000.00~~ $25,000.00 first shall be authorized by the Corporate Authorities unless otherwise provided by said Corporate Authorities.

B. The Village Manager, or his or her designee, is authorized to engage the services of engineers, attorneys or other consultants on behalf of the Village for any matter that will create an obligation for such services not exceeding ~~$20,000.00~~ $25,000.00 without prior approval of the Corporate Authorities.

C. No purchase of any article or commodity to cost more than ~~$20,000.00~~ $25,000.00 shall be made, except in case of emergency, or except with specific approval of the Corporate Authorities, unless bids have been asked from two or more sellers of such article or commodity, or by advertising in a newspaper in the Village.

D. Specifications for such bids as required by Subsection C of this Section shall be available to all prospective bidders, and at least ten days shall elapse between the time of requesting or advertising for bids and the time specified for submitting bids to the Village unless the Corporate Authorities direct otherwise."

SECTION 4: The Corporate Authorities of the Village intend that this Ordinance will be made part of the Village Code and that sections of this Ordinance can be renumbered or relettered and the word "Ordinance" can be changed to "Section", "Article", "Chapter", or some other appropriate word or phrase to accomplish codification, and regardless of whether this Ordinance is ever codified, the Ordinance can be renumbered or relettered and typographical errors can be corrected with the authorization of the Village Attorney, or his or her designee.

SECTION 5: If any section, subsection, paragraph, sentence, clause or phrase of this Ordinance or any part thereof is, for any reason, held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Ordinance, or any part thereof. The Corporate Authorities hereby declare that they would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase thereof irrespective of the fact that any one or more sections, subsections,

subdivisions, paragraphs, sentence, clauses or phrases be declared unconstitutional, invalid or ineffective.

SECTION 6: This Ordinance shall be in full force and effect from and after its passage, approval and publication as provided by law.

SECTION 7: This Ordinance shall be published in pamphlet form.

PASSED THIS 14 DAY OF April, 2025 BY ROLL CALL VOTE AS FOLLOWS:

AYES: Trustees Lohmeyer, Sholeen, Wondrasek, Duncan, Moran, Prigge & President Darch

NAYS: NONE

ABSENT: NONE

ABSTAIN: NONE

APPROVED THIS 14 DAY OF April, 2025

Karen Y. Darch, Village President

ATTESTED AND FILED THIS 14 DAY OF April, 2025.

Tony Ciganek, Village Clerk

Published in Pamphlet Form the 14 day of April, 2025.

Village of Barrington CORPORATE SEAL Cook & Lake Counties, IL