

HIGHLAND TOWNSHIP PURCHASING POLICY
Amended September 25, 2023

1. General Provisions

Under the provisions of this policy, the Township Supervisor is designated as the Purchasing Agent. In the Supervisor's absence, the Township Clerk is authorized to act as Purchasing Agent.

a. The individual or department head in need of materials, supplies or services shall notify the Purchasing Agent who reviews the request for overall propriety and upon approval will proceed with the established purchasing procedure.

b. An individual or department head may appear at a Township Board meeting to request discussion and approval of a proposed purchase previously denied by the purchasing agent.

2. Purchase Orders

Purchase orders shall be issued whenever required by vendors. A record of such purchase orders shall be kept by the Purchasing Agent.

3. Bid Requirements

The Purchasing Agent shall obtain three (3) quotes for purchases between \$5,000 and \$15,000 per item, or when a single order totals over \$5,000. Quotes may be verbal, written or electronic, and may be derived from catalogs or websites.

The Purchasing Agent is authorized to purchase budgeted goods and services up to \$5,000 if funds are available within the budget.

For purchases of budgeted goods and services more than \$5000 and up to \$15,000 the Township Supervisor, Township Clerk and Township Treasurer may review options and jointly determine the preferred product or service and vendor. Once a recommendation has been made, the Township Clerk shall notify the remaining Trustees of the pending purchase, allowing 24 hours to receive comments or objections. If there are no objections, the Purchasing Agent may complete the purchase if funds are available. If any Member of the Board objects to the proposed purchase, the proposed transaction may not proceed until the Board of Trustees meets to discuss and approve the purchase.

Board approval is required for purchases totaling over \$15,000 except for emergency purchases. Notification of emergency purchases will be made to the Board via email or at a regular Board meeting.

Goods and Services not previously budgeted for require Board approval prior to purchase. The Purchasing Agent may request Board approval for proposed purchases under the \$5,000 threshold when deemed advisable and in the best interest of the Township.

Sealed competitive bids are required for purchases of \$25,000 or more per item. The Purchasing Agent, with the help of the individual or Department Head requesting the purchase, shall prepare specifications for goods or services over \$25,000.

Quotes and bids, when applicable, shall be researched for the best available pricing utilizing website, catalog, sale papers etc, for comparable items at government discount pricing. Publication of proper notice shall be arranged for in the media that will bring the information to the attention of the greatest number of appropriate professionals, contractors or vendors. The Purchasing Agent and the individual or department head may solicit bids from outside the general Highland Township area.

Sealed bids shall be opened at or prior to a Regular Township Board meeting on the date designated in the published notice in the presence of at least two (2) elected officials.

Board approval is necessary in awarding the purchase. The approved bidder need not be the lowest bidder. The Township Board may consider such additional factors including but not limited to workmanship and reliability of the bidder in arriving at their selection.

The Township Board shall reserve the right to reject any and all bids and to waive technicalities.

In the event that only one or two sealed bids are received, the Board reserves the right not to open those bids at the designated meeting and to extend the bidding period to allow for additional bids. Proper notice of the extension in bidding time shall be published in the media.

The Township Board has the authority to require a prospective bidder to tender a proposal guarantee and/or escrow deposit for the full amount of any prospective award when deemed necessary.

4. Emergency Purchases

Emergency Purchases can be authorized only when life, property or equipment are endangered through unexpected circumstances, or when normal operation of a department would be severely hampered by a long delay. Normal purchasing procedures need not be followed in these emergency situations. Notification of emergency purchases will be made to the Board via email or at a regular Board meeting.

In the case of an emergency, the Township Supervisor, or in his/her absence, The Township Clerk can authorize the immediate purchase of any materials, supplies or services necessary to end the emergency situation.

5. Receiving Goods

At the time of delivery, items will be matched with invoices and compared to order placed as to quantity, description and price. The Purchasing Agent reserves the right to return materials or supplies if quality, description or prices is not as ordered. The invoice, if acceptable shall be initialed and forwarded to Bookkeeping for payment.

6. Additional Purchases after Noncompetitive Quotes or Competitive Bids

The Purchasing Agent may make additional purchases of supplies, materials, equipment or services from a successful vendor provided (a) the additional purchases are at or near the same cost or less per quantity as originally quoted or bid by the vendor and the purchase occurs no more than twelve months after the date of the original purchase, or (b) the Purchasing Agent is reasonably certain that the same supplies, materials, equipment or services are not available at a lesser cost from another source.

7. Exemptions

Purchases of material, supplies or services exempt from the provisions of this policy include:

1. Utilities
2. Postage
3. Payroll
4. Publications
5. Fuel oil and gasoline
6. Contract obligations to other governmental units
7. Fees paid to boards, commissions or committees
8. Election Inspectors and Independent Inspectors
9. Voting machine maintenance
10. Specialized goods or services available from only one source
11. Health and pension insurance
12. Land contracts
13. Dues or tuition
14. Other contractual obligations or renewals thereof, provided services under the contract are at least equal to those specified in prior contract, and that costs increase no more than 5% per year.
15. Professional services from firms that have been previously vetted and approved by the board.
16. Technology purchases are covered by a separate purchasing policy.