



BOARD ACTION REQUEST FORM

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SECTION 1: PURPOSE

The BOARD ACTION REQUEST FORM is designed to 1) enhance the orderly and efficient conduct of Committee and Board meetings; 2) serve as prior notice to all interested parties; 3) aid the Committee Chairs in meeting preparation; 4) provide the Departments with a mechanism for formal communication with the Board; and 5) aid in the creation of the official record of the meeting.

To request an item be added to a committee agenda, submit the completed FORM and all supporting documentation to the applicable Committee Chair for consideration at least 5 days prior to the meeting date/time.

SECTION 2: OVERVIEW

Subject: Lee County Purchasing Policy (update) **Requested by:** Wendy Ryerson/Paula Meyer

To Committee(s): Finance/Full Board **Meeting Date(s)** May 12/19, 2022

Action Requested (Select One): Motion Resolution Ordinance Contract Approval

Executive Session YES NO **5 ILCS 120/2(c) Exception:** _____

Requestor's Recommended Action:

Motion to approve the revised Lee County Purchasing Policy

SECTION 3: PROPOSAL

Describe the action requested, including relevant background information, applicable statutory references, potential impact to the County and/or any other departments, and the proposed implementation timeline. Attach additional pages if needed.

Revise the existing purchasing policy (adopted 08-20-2019; Ord # 08-19-08) to codify the use of Sourcewell, a cooperative joint purchasing consortium, remove language regarding change orders and instead references the Illinois Public Works Contract Change Order Act (50 ILCS 525.1 et seq), requires obtaining quotes from at least 3 vendors if the commodity, equipment, or services is between \$10,000 and \$30,000, and establish the role of the Parent Committee in the bidding process.

SECTION 4: FINANCIAL IMPACT

Provide specific financial details including revenue or expenses associated with the request and if this is a one-time or recurring expense. If this is an unanticipated (unbudgeted) expense, explain the catalyst for the request. Attach relevant documents such as revenue/expense projections or vendor bids/quotes.

Budgetary Status (check all that apply): **Cost of Proposed Action:** \$ 0

- This action has no budgetary implications.
- Funds are available in this FY budget. Line-item Description/Number _____
- Funds are not budgeted in this FY. Proposed funding source: _____
- If approved, funds will be requested for this action in next year's budget.
- This action will bring in additional revenue of \$ _____ Line-item _____
- This action will reduce expenditures and/or be budget neutral.