

Evanston Skokie School District 65

Purchasing Overview

Legal guidelines

Illinois School Code 105 ILCS 5/10-20.21

Construction over \$50,000

Supplies/Material/Services over \$25,000

Contracts awarded based on lowest, responsible and responsive bidder

Exceptions: Student transportation services, contracts for the printing of reports, tax warranties, perishable food and beverages, services requiring a high degree of professional skill, single source items, telephones, duplicating machines, copiers, computers, software, natural gas, procurement from other governmental agencies including state bids, cooperatives, and consortiums

State Bids, Cooperatives & Consortium Purchases

State Bids Utilized:

- Vehicle purchasing
- Paper (recycled copy paper)
- School furniture

Cooperative/Consortium purchases:

- Office/School supplies
- Food (food service program)
- School Board legal & general liability insurance
- Workers' Compensation Insurance
- Storage sheds
- School furniture
- Garbage/Recycling services

Bid Process

- Projects are identified and approved by the Board
- Bid specifications are developed
- Bids are advertised in the Evanston and Skokie Reviews (local newspapers)
- Bids are publically open and read aloud
- Bid recommendations are submitted to the Board for approval

Vendor requirements

- Certificate of Insurance meeting D65 requirements
- W9 Form
- Prevailing wage
- Bid bonds required for all projects
- Performance and Payment bonds
- Criminal Code Act compliance
- Illinois Drug Free Workplace Act
- Notice of compliance with PA 94-0515
- Written sexual harassment policy
- Contractor certification

DISTRICT 65 INFORMATION

Interested vendors are welcome to send information concerning their company to:

Evanston Skokie School District 65

Attn: Purchasing Department

1500 McDaniel Avenue

Evanston, IL 60201