

ORDINANCE NO. 25-09

AN ORDINANCE AMENDING TITLE 1, ADMINISTRATION, CHAPTER 21, CONTRACTS, PURCHASES AND FINANCIAL REGULATIONS (ILLINOIS BUDGET ACT), SECTION 1-21-6, PURCHASES AND PURCHASING AGENT, OF THE MANTENO MUNICIPAL CODE

BE IT ORDAINED by the President and Board of Trustees of the Village of Manteno, as follows:

Section 1

That Title 1, Administrative, Chapter 21, Contracts, Purchases and Financial Regulations (Illinois Budget Act), of the Manteno Municipal Code, be amended by changing Section 1-21-6, Purchases and Purchasing Agent, to read as follows:

1-21-6: PURCHASES AND PURCHASING AGENT:

(A) Unless otherwise authorized, no purchase or contract for equipment, goods, materials, property, services, supplies, vehicles, or work shall be approved, valid, or binding on the Village unless included as an anticipated expenditure in the current budget.

(B) Unless otherwise authorized, no purchase or contract for equipment, goods, materials, property, services, supplies, vehicles, or work shall be approved, valid, or binding on the Village unless authorized by the corporate authorities of the Village.

(C) The Village Administrator shall be and act as the purchasing agent for the Village. The Village Administrator shall have the authority, when so authorized by the corporate authorities, to purchase or contract for all equipment, goods, materials, property, services, supplies, vehicles, and work needed by the Village.

(D) The Village Administrator may, in his/her discretion, without the specific prior approval of the corporate authorities, purchase or contract for all equipment, goods, materials, property, services, supplies, vehicles, and work in an amount not to exceed twenty-five thousand dollars (\$25,000.00) provided such expense is included as an anticipated expenditure in the current budget.

(E) Notwithstanding anything herein to the contrary, no purchase or contract for work or other public improvement to be constructed in excess of twenty-five thousand dollars (\$25,000.00) shall be made unless authorized by a contract awarded to the lowest responsible bidder after due advertisement for bids, except that any such contract may be entered into by the proper officers without advertising for bids, if authorized by a vote of two-thirds of the board of trustees. "Due advertisement" means an invitation to bid published in a newspaper of general circulation in the Village at least ten (10) days before the bid response date. A "responsible bidder" is a person or entity who has the capability

in all respects to perform fully the contract requirements, with the perseverance, experience, integrity, reliability, resources, capacity, facilities, equipment, and credit to assure good faith performance. In determining which bidder is the “lowest responsible bidder,” the Village may consider, in addition to the amount of the bid/contract price: (i) the ability, capacity and skill to perform the contract and provide the supplies, materials or work; (ii) whether the bidder can perform the contract in the manner specified by the contract documents without delay or interference; (iii) the character, integrity, reputation, judgment, experience and efficiency of the bidder; (iv) the quality of performance on previous contracts with the Village or other governmental agencies; (v) the history and current compliance with all laws and ordinances related to the contract; (vi) the financial resources to perform the contract; (vii) the quality, availability and adaptability of the contractual supplies, materials or work to the use required; (viii) the ability of the bidder to provide future maintenance or warranty work required by the contract; (ix) the number and scope of conditions imposed by the bidder; and, (x) whether the bidder has a place of business within the jurisdictional boundaries of the Village.

(F) Following an award of a contract for work or public improvement to be constructed, no change order or construction change directive shall be approved or executed by any Village official, employee, or agent, including any engineer, architect, or construction manager, that increases, or would have the effect of increasing, the contract price by more than five thousand dollars (\$5,000) or five (5%) percent (excluding allowances in the contract), whichever is greater, without the prior approval of the board of trustees announced at a regular or special meeting held for such purpose.

(G) No change order or construction change directive shall be approved or executed that necessitates an increase in the contract price by fifty (50%) percent or more of the original contract price without resubmitting that portion to bidding in the same manner in which the original contract was bid in accordance with the Illinois Public Works Contract Change Order Act (50 ILCS 525/1, *et seq.*).

(H) In the case of an emergency, the Village President, or his/her designee, with the prior consensus of not less than four trustees, shall have the authority to purchase or contract for equipment, goods, materials, property, services, supplies, vehicles, or work, provided such purchase or contract is ratified by the corporate authorities at their next regularly scheduled meeting to be held not less than forty-eight (48) hours thereafter.

Section 2

If any section, paragraph, clause, or provision of this ordinance shall be held invalid, the invalidity thereof shall not affect any of the other provisions of this ordinance.

Section 3

All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed insofar as they conflict herewith.

Section 4

This ordinance shall be immediately in full force and effect after the passage and approval as provided by law.

PASSED by the Board of Trustees of the Village of Manteno, Illinois and deposited in the office of the Village Clerk this 7th day of July, 2025.

DEPOSITED with the Village Clerk this
7th day of July, 2025.


KERRI ROLNIAK, Village Clerk

APPROVED by me this 7th
day of July, 2025.


ANNETTE LAMORE, Village President