

STATE OF ILLINOIS
BEFORE THE
JO-CARROLL DEPOT LOCAL REDEVELOPMENT AUTHORITY

Resolution #21

A Resolution to Adopt a Policy on Competitive Bids

WHEREAS, the Counties of Jo Daviess and Carroll established the Jo-Carroll Depot Local Redevelopment Authority, "LRA", on August 20, 1998 by an Intergovernmental Agreement, AND

WHEREAS, the LRA seeks to be a good steward of the funds entrusted to it in accordance with the Intergovernmental Agreement and the Memorandum of Agreement with the Army signed August 22, 2003, by conserving and using said funds wisely, AND

WHEREAS, there is a public benefit to the citizens and property owners of Jo Daviess and Carroll Counties when competitive practices are used to acquire services, materials, equipment and supplies essential to the mission of the LRA as identified in said Intergovernmental Agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE JO-CARROLL DEPOT LOCAL REDEVELOPMENT AUTHORITY:

Section 1. The Policy on Competitive Bids for the LRA, a copy of which is attached hereto and incorporated herein by reference, is approved as the policy of the LRA.
Section 2. Said Policy shall be reviewed annually and the amount of estimated cost that triggers the requirement for competitive bidding shall be revised by majority of the board following such annual review.
Section 3. The amount that triggers the requirement for competitive bidding for FY 2015 is

\$30,000.

Ayes:

Don Crawford, Paul Hartman, Steve Keefer, Kevin Reibel, Bill Robinson

Nays:

None

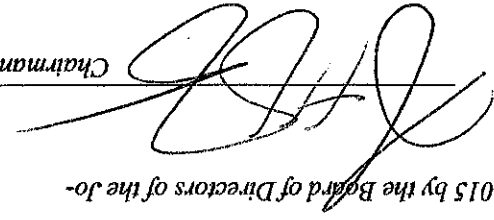
Absent:

Bill Wright, Bill McEadden, Ron Smith

Passed this 7th day of January, 2015, by the Board of Directors of the Jo-Carroll Depot Local Redevelopment Authority

A.D. 2015 by the Board of Directors of the Jo-

Chairman



Secretary
Angela Vankampen

January 2015

I, Angela Vankampen, Secretary of the Jo-Carroll Depot Local Redevelopment Authority, keeper of the records and files thereof in accordance with law; do hereby certify the foregoing Resolution was passed by the Board of Directors at its regular meeting held at Savanna, Illinois on the date aforesaid in accordance with law.
In testimony whereof, I have hereunto set my hand at Savanna, Illinois this 1st day of

State of Illinois)
) ss.)
County of Carroll)

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Resolution #21

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WHEREAS, the LRA seeks to be a good steward of the funds entrusted to it in accordance with the Intergovernmental Agreement and the Memorandum of Agreement with the Army signed August 22, 2003, by conserving and using said funds wisely, AND

WHEREAS, there is a public benefit to the citizens and property owners of Jo Daviess and Carroll Counties when competitive practices are used to acquire services, materials, equipment and supplies essential to the mission of the LRA as identified in said Intergovernmental Agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE JO-CARROLL DEPOT LOCAL REDEVELOPMENT AUTHORITY:

Section 1. The Policy on Competitive Bids for the LRA, a copy of which is attached hereto and incorporated herein by reference, is approved as the policy of the LRA.
Section 2. Said Policy shall be reviewed annually and the amount of estimated cost that triggers the requirement for competitive bidding shall be revised by majority of the board following such annual review.
Section 3. The amount that triggers the requirement for competitive bidding for FY 2012 is

\$30,000.

Ayes: 6

Nays: 0

Absent: 2 Bill Robinson and Ron Smith

Passed this 2nd day of May, A.D. 2012 by the Board of Directors of the Jo-Carroll Depot Local Redevelopment Authority.

William S. McFarland
Chairman

Bill McFarland, Bill Wright and Bill Wright

Ashley Bunn
Secretary

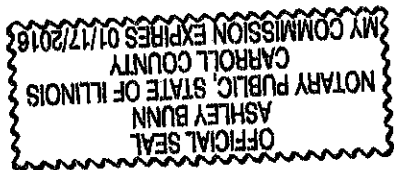
Mary

I, Ashley Bunn, Secretary of the Jo-Carroll Depot Local Redevelopment Authority, keeper of the records and files thereof in accordance with law; do hereby certify the foregoing Resolution was passed by the Board of Directors at its regular meeting held at Savanna, Illinois on the date aforesaid in accordance with law.
In testimony whereof, I have hereunto set my hand at Savanna, Illinois this 2nd day of

County of Carroll)

) ss.

State of Illinois)



STATE OF ILLINOIS
BEFORE THE
JO-CARROLL DEPOT LOCAL REDEVELOPMENT AUTHORITY

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WHEREAS, the LRA seeks to be a good steward of the funds entrusted to it in accordance with the Intergovernmental Agreement and the Memorandum of Agreement with the Army signed August 22, 2003, by conserving and using said funds wisely, AND WHEREAS, there is a public benefit to the citizens and property owners of Jo Daviess and Carroll Counties when competitive practices are used to acquire services, materials, equipment and supplies essential to the mission of the LRA as identified in said Intergovernmental Agreement.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE JO-CARROLL DEPOT LOCAL REDEVELOPMENT AUTHORITY:

Section 1. The Policy on Competitive Bids for the LRA, a copy of which is attached hereto and incorporated herein by reference, is approved as the policy of the LRA.
Section 2. Said Policy shall be reviewed annually and the amount of estimated cost that triggers the requirement for competitive bidding shall be revised by majority of the board following such annual review.
Section 3. The amount that triggers the requirement for competitive bidding for FY 2011 is \$30,000.

Ayes: 5 - Don Crawford, Steve Keefe, Ed Gids, Bill Wright, Bill McFadden

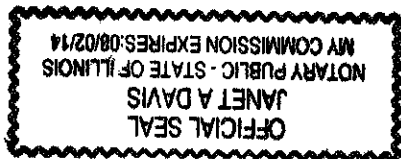
Nays: 0

Absent: 3 - Paul Hartman, Bill Robinson, Ron Smith

Passed this 15th day of December, 2010 by the Board of Directors of the Jo-Carroll Depot Local Redevelopment Authority.

William S. McFadden
Chairman

State of Illinois)
(
) ss.
(County of Carroll)



I, Janet A. Davis, Secretary of the Jo-Carroll Depot Local Redevelopment Authority Board of Directors, keeper of the records and files thereof in accordance with law; do hereby certify the foregoing Resolution was passed by the Board of Directors at its regular meeting held at Savanna, Illinois on the date aforesaid in accordance with law. In testimony whereof, I have hereunto set my hand at Savanna, Illinois this 1st day of December, 2010.

Janet A. Davis
Secretary

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STATE OF ILLINOIS
BEFORE THE
JO-CARROLL DEPOT LOCAL REDEVELOPMENT AUTHORITY
Resolution # 21

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accordance with the Intergovernmental Agreement and the Memorandum of Agreement with the Army signed August 22, 2003, by conserving and using said funds wisely, AND

WHEREAS, there is a public benefit to the citizens and property owners of Jo Daviess and Carroll Counties when competitive practices are used to acquire services, materials, equipment and supplies essential to the mission of the LRA as identified in said Intergovernmental Agreement.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE JO-CARROLL DEPOT LOCAL REDEVELOPMENT AUTHORITY:

Section 1. The Policy on Competitive Bids for the LRA, a copy of which is attached hereto and incorporated herein by reference, is approved as the policy of the LRA.

Section 2. Said Policy shall be reviewed annually and the amount of estimated cost that triggers the requirement for competitive bidding shall be revised by majority of the board following such annual review.

Section 3. This Resolution shall be effective immediately.

Ayes: 8

Nays: 0

Absent: 0

Passed this 4th day of November, 2009 by the Board of Directors of the Jo-Carroll Depot Local Redevelopment Authority.
William S. McFarlane
Chairman

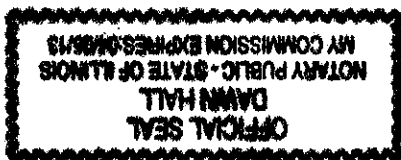
Secretary

Dawn Hall
In testimony whereof, I have hereunto set my hand at Savanna, Illinois this 4th day of

November, 2009.

I, Dawn Hall, Secretary of the Jo-Carroll Depot Local Redevelopment Authority, keeper of the records and files thereof in accordance with law; do hereby certify the foregoing Resolution was passed by the Board of Directors at its regular meeting held at Savanna, Illinois on the date aforesaid in accordance with law.

State of Illinois)
) ss.)
County of Carroll)



Policy on Competitive Bids

1. Competitive Bids Required. The Board of Directors of the Jo-Carroll Depot Local Redevelopment Authority shall annually set by majority vote of a quorum of its members an amount for services, materials, equipment or supplies other than professional services. Whenever the estimated cost exceeds said amount, the LRA shall make said purchases through formal bidding procedures from the lowest competitive bidder.

2. Advertising for Bids. Public notice inviting bids shall be published once in at least one newspaper of general circulation in Jo Daviess County and one in general circulation in Carroll County at least five (5) days preceding the last day set for the receipt of bids.

3. Soliciting Bids. Bids also may be solicited by sending notice containing the same language as that in the published advertisement for bids. A list of all solicited bids shall be maintained by the LRA.

4. Notice Requirements. The public notice shall include a general description of the bid commodity or service, where bid blanks and specifications may be obtained and the time and place assigned for receipt of bids and opening of bids and the statement that no bid will be accepted after the time indicated for receipt of bids.

5. Bid Deposits. When deemed necessary, bid deposits shall be prescribed in the notice to prospective bidders. Unsuccessful bidders shall be entitled to a prompt return of surety when such has been required. A successful bidder shall forfeit any surety required upon failure to enter into a contract within ten (10) days after award unless the LRA and bidder mutually agree to extend the date for entering into said contract.

6. Bid Packages. The LRA shall provide each bidder with a copy of the current LRA Policy on Competitive Bidding, a statement of the current amount in excess of which bids are required and the date on which said amount was set.

7. Bid Submissions.

A. Each bid shall be contained in a sealed envelope. The commodity or service being bid, the bidder's name, postal address, email address and phone number shall appear on the outside of the envelope.
B. If the bid arrives at the place assigned for receipt prior to the due date and time, the recipient acting on behalf of the LRA shall write on the bid envelope the accurate date and time of receipt. All bids shall be secured until the time of opening.
C. If the bid arrives at the place assigned for receipt after the due date and time, the recipient shall write on the bid envelope the time and date of receipt and retain it unopened as a record of the late receipt. The bidder shall be notified in writing that his bid was received after it was due and was disqualified.

- 8. Bid Opening.**
- A. Bids shall be opened in public at the time and place stated in the public notice. Bid openings may be attended by interested bidders and the public.
- B. The opening shall be conducted by the Executive Director, Property Manager, LRA Committee Chairman or an agent of the LRA authorized to oversee the bid process.
- C. The person conducting the opening shall announce the name of the bidder and read each bid aloud.
- D. The LRA Board Secretary or another LRA staff or Board member, shall record the bids on a bid tabulation form. The bid tabulation form shall provide space for listing the name, address and bid amount of each bidder and contain the statement: *The LRA retains the right to award the bid to the lowest responsible bidder or reject any or all bids.*
- E. No indication shall be given as to successful award.
- F. No activity on the part of bidders is permitted at a bid opening, other than attendance and note taking. Any attempt to qualify or change any bid offered by any bidder in attendance may result in the rejection of his bid. Any attempt by any bidder in attendance to disparage, question or comment on the bid of another bidder may result in rejection of his bid.
- G. After all bids have been opened and recorded, the bid opening shall be declared closed. The completed bid tabulation form shall become the Official Tabulation.
- 9. Bid Tabulation.**
- A. The Official Tabulation shall be posted for public inspection in a site visible to the public at the LRA office.
- B. Requests for the tabulation shall be honored when presented in writing on or before the bid due date. The LRA shall provide the Official Tabulation to the requestor by email or fax no later than three work days after the bid opening.
- C. The person who conducted the bid opening shall provide the appropriate LRA Committee and/or Board with an abstract of each bidder's name, address and bid amount, the recommended successful bidder and reason(s) for the recommendation.
- 10. Bids Made Public.** The bid documents shall be made available for public inspection in the LRA office after the LRA Board, or LRA Committee if so authorized, has awarded the contract.
- 11. Award of Contract.** Contracts shall be awarded to the lowest responsible bidder. In determining the "lowest responsible bidder", in addition to price:
1. The LRA shall take into consideration the qualities of the articles or services supplied; their conformity with the specifications; their suitability to the requirements of the LRA, and the availability of support services if needed.
 2. The LRA also may consider when determining the lowest responsible bidder:
 - The ability, capacity and skill of the bidder to provide the supplies, equipment and service required.
 - Whether the bidder can provide the supplies, equipment and service promptly, or within the time specified, without delay or interference.

The character, integrity, reputation, judgment, experience and efficiency of the bidder. The quality of performance of the bidder under previous contracts. The previous and existing compliance by the bidder with laws and ordinances relating to the contract.

The sufficiency of the financial resources and ability of the bidder to perform the contract.

The quality, availability and adaptability of the supplies, equipment and service to be provided for the particular use required.

The ability of the bidder to provide future maintenance and services if such is required by the contract.

The number and scope of conditions attached to a bid.

12. Award To Other Than Low Bidder. When the award is not given to the lowest bidder, statement of the reason(s) for awarding the bid otherwise shall be prepared and filed with the other papers related to the purchase.

13. Performance Bond. A performance bond may be required, before entering into a contract, in such amount as shall be deemed reasonably necessary to protect the best interests of the LRA.

14. Bids May Be Rejected. Any or all bids may be rejected.

15. Subdivision Prohibited. No contract or purchase shall be subdivided to avoid the requirements of this Policy.