

Section 1: Purpose

The purpose of this policy is to provide a guideline to the Jericho Underhill Park District Trustees in order to make purchasing decisions in a fair and impartial way and in the public interest.

Section 2: Definitions

a. "affiliation" and/or "affiliated" means (having) a direct or indirect, real or perceived, personal or pecuniary interest/connection of a JUPD Trustee, his/her spouse, household member, family member, business associate, employer or employee, or personal friend with a business entity.

Section 2: Bids

- a. Where the value of the transaction exceeds \$5,000 a public notice requesting bids shall be placed in at least one newspaper of general circulation.
- b. The JUPD should make every effort to solicit multiple bids.
- c. When the bids are received, JUPD Trustees shall make their determination based on the following considerations:
  - 1. price
  - 2. the bidder's past history as it relates to timeliness, quality of material, workmanship, and reputation
  - 3. any other relevant factors
- d. The JUPD Board of Trustees shall not conduct business with any entity in which a Trustee, staff, family member, or friend holds a substantial interest (more than 10%) unless a formal bid process is used and the JUPD Board determines that the transaction is in the JUPD and the public's interest.
  - 1. Any Trustee affiliated with the entity in question must disclose his/her conflict of interest according to the JUPD Conflict of Interest Policy.
  - 2. If the conflict of interest is not disclosed, the JUPD Board may, upon learning of the conflict of interest, withdraw its acceptance of the bid and offer it to another bidder.

Section 3: Purchases not Required to be Put up for Bid

- a. Where the value of the transaction falls within the range \$1,000-\$4,999.99 the JUPD Board shall make its purchasing decision based on the following considerations:
  1. price
  2. the business's past history as it relates to timeliness, quality of materials, workmanship, and reputation
  3. any other relevant factors
  
- b. The JUPD Board of Trustees shall not conduct business with any entity in which a Trustee, staff, family member, or friend holds a substantial interest (more than 10%) unless at least two other estimates are collected by the JUPD Board and it determines that the transaction is in the JUPD and the public's interest.
  1. Any Trustee affiliated with the entity in question must disclose his/her conflict of interest according to the JUPD Conflict of Interest Policy.
  2. If the conflict of interest is not disclosed, the JUPD Board may, upon learning of the conflict of interest, may select another entity to make its purchase.
  
- c. In all cases where the JUPD Board has elected to do business with an entity with which a JUPD Trustee has an affiliation, the contract or agreement shall not be renewed unless an annual review is performed by the JUPD Board to determine whether that the renewal or continuation of the business relationship is in the JUPD and the public's interest.
  1. For the review, the JUPD Board shall consider the factors listed in Section 3(a).
  2. During the review process, JUPD Board shall consider at least two other estimates.
  
- d. For purchases that do not exceed \$1,000 the JUPD Board may elect not to obtain estimates.
  1. Notwithstanding section 3(d), when the JUPD Board is doing business with an entity with which a JUPD Trustee has an affiliation, the JUPD Board shall obtain at least two other estimates for the transaction.

#### Section 4: Equal Access

a. When two equally attractive bids or estimates are before the JUPD Board, the Board shall endeavor to alternate between the businesses. For example if the JUPD Board receives two equally attractive estimates from Business A and Business B, it shall for one transaction do business with Business A and the do following transaction (assuming it is still equally competitive) with Business B.