

When only one responsible and responsive bid is received, an award may only be made to such bidder if it is determined that: a) the price submitted is fair and reasonable; b) other prospective bidders had a reasonable opportunity to respond; and/or c) there is not adequate time for a resolicitation. A two-thirds majority of the City Council will be required to approve such an award.

Award of a contract for goods and services with an initial term of more than one year will also require a two-thirds majority of the City Council for approval. However, an option to renew or extend a pre-existing contract for up to one year may be approved by a simple majority vote, provided that the conditions of renewal or extension were included in the original bid solicitation and funds were available for the first fiscal period at the time of the original contract award.

Alternate bids that reveal more economical services, supplies, or materials than those specified in the original invitation to bid are encouraged by the City of Park Ridge. When an alternate bid is received that appears more advantageous to the City than the original solicitation for bids, a resolicitation may be recommended with modified specifications.

### **PROHIBITED SOURCING AND CONTRACT PRACTICES**

Sole source procurement is not a permitted practice for non-emergency purchases of goods and services made by the City of Park Ridge in excess of \$2,500.00 except in compliance with the following procedure:

Not less than five business days before the Finance Committee considers a request for sole source procurement for a specified good or service, the City shall publish notice of intent to use sole source procurement for a specified good or service. The Finance Committee may grant approval for sole source procurement, by 2/3 majority approval of all Alderman, if any of the following criteria apply:

- a. only one known source exists for supplies or services as determined by documented research;
- b. no other reasonable alternative source exists that meets the agency requirements;
- c. only one source meets the business needs of the agency/state (e.g., compatibility, unique feature to meet state's business need, etc.); and
- d. procurement of public utility services.

Prior to presenting the request to the Finance Committee, the Department requesting the sole source procurement shall prepare a fact-based, written justification for the Finance Committee to review that addresses each applicable criteria set forth above.

For any competitive source selection process, the quantity of goods or services beyond the amount indicated in the invitation for bids may not be increased significantly when recommending a contract award to the City Council.

### **VENDOR QUALIFICATION AND SELECTION**

The City may issue an RFQ, when appropriate.

### **CONTRACT TERMS AND CONDITIONS**

"Evergreen" contracts are to be avoided.

A term agreement beyond one year is only allowed if the City has identified a need that will definitely be met through the entire contract length and will receive more advantageous terms and conditions than if a one year term contract was implemented. To add another year or term to an existing contract, it is possible to use an addendum. The contract with its addendum should be treated as a new contract for the City. As a new contract, it would then follow normal procurement approvals process.