

**36-0-99**  
**AN ORDINANCE**

**Establishing a Local Purchasing Policy**

WHEREAS, the generation and growth of the Evanston business community are important to the vitality of the entire City; and

WHEREAS, a successful Evanston business community employs local residents and supports the local economy; and

WHEREAS, a dynamic and growing business community is essential to the preservation of the tax base; and

WHEREAS, it is the goal of the City to promote the local economy by strengthening the business community; and

WHEREAS, it is a goal of the City to maximize the opportunities for Evanston Business Enterprises to participate in the City of Evanston procurement process for services; and

WHEREAS, it is in the best interest of the City to protect and support the tax base; and

WHEREAS, the implementation of a local purchasing program will maintain, as well as foster, the growth of the City's business community by returning taxpayer dollars to the business community in the form of purchase of City goods and services; and

WHEREAS, a periodic review as to the success and feasibility of the program will be conducted annually.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF EVANSTON, COOK COUNTY, ILLINOIS:

**SECTION 1:** That Section 1-17-1 of the Evanston City Code of 1979, as amended is hereby further amended by designating the existing language in section 1-17-1 as subsection 1-17-1(A) and by adding a new subsection 1-17-1(B), to read as follows:

**Section 1-17-1(A): PURCHASES OF GOODS OR SERVICES:** All contracts for the purchase of goods or services costing in excess of fifteen thousand dollars (\$15,000.00) to be utilized in the conduct of the affairs of the City, shall be let by the City Manager or his designee, with the approval of the City Council, to a reliable, responsible and acceptable bidder, after advertising for the same, and bonds to be approved by the City Council may be taken for the faithful performance thereof. The City Manager, or his designee, may reject all bids and shall subsequently advise the City Council of his/her action or, with the approval of the City Council, may award the contract to a bidder other than the lowest bidder if it should be determined that such action would be in the best interest of the City. Any such contract may also be entered into by the proper officers without advertising for bids upon the authorization of the City Council by a vote of two-thirds (2/3) of all Aldermen then holding office. Notwithstanding the above, the City Manager or his designee shall have the authority to make purchases in excess of fifteen thousand dollars (\$15,000.00) without prior Council approval when there is an imminent threat to the property of the City or its citizens or the health and welfare of its citizens; or when there is a substantial economic benefit to the City not otherwise obtainable; providing, however, that a report of said purchase shall be promptly made to the City Council. All other contracts for the provision of goods and services to be utilized in the conduct of the affairs of the City shall be let by the City Manager or his designee to a reliable, responsible person, firm or agency without the necessity of advertising for bids, or of obtaining prior City Council approval. Bonds may be taken for faithful performance of such contracts. This provision shall not apply to contracts for work, material or supplies to be paid in whole or in part by special assessment. (Ord. 106-0-97)

**Section 1-17-1 (B):** All contracts for the purchase of goods or services with entirely City funds shall be awarded to the lowest quote/bid price or lowest evaluated quote/bid price from a responsive and responsible Evanston Business Enterprise (EBE) provided the EBE's quote/bid price does not surpass the lowest quote/bid price or lowest evaluated quote/bid price from a responsive and responsible non-local business by more than five percent (5%).

An EBE is defined as a business entity (including franchises, branches and

businesses independently owned) that meets the following criteria:

- a) Physically operates within the corporate boundaries of the City (as indicated by an Evanston Business address); and
- b) Is subject to City taxes or licenses.

**SECTION 2:** All ordinances or parts of ordinances in conflict herewith are hereby repealed.

**SECTION 3:** This ordinance shall be in full force and in effect from and after its passage, approval and publication in the manner provided by law.

Introduced: March 22, 1999

Adopted: April 5, 1999

Approved April 9, 1999

Edmund B. Moran, Jr.  
Mayor pro tem

ATTEST:

Mary P. Morris  
City Clerk

Approved as to form:

[Signature]  
Corporation Counsel

