



# AGENDA MEMORANDUM

---

**DATE:** September 23, 2025

**TO:** Forest Preserve District Finance & Administration Committee

**FROM:** David Petschke, Director of Finance  
Benjamin Haberthur, Executive Director

**SUBJECT:** Presentation and Approval of an Amendment to the Purchasing Policy

---

**PURPOSE:**

The purpose of this memorandum is to provide the Committee with information regarding the approval of an amended purchasing policy.

**BACKGROUND:**

The District's Purchasing Policy (the "Policy") was comprehensively amended in February of 2025. Since that time, Illinois Senate Bill 1612, amending the Downstate Forest Preserve Act was signed into law on August 1, 2025 and became effective immediately (P.A. 104-0114). The new law raises the competitive bidding threshold for Forest Preserve District's purchases of supplies and materials from \$30,000 to \$60,000. The competitive bidding threshold for contracts for work (labor) remains at \$30,000. The District's current Purchasing Ordinance requires competitive bidding for purchases of supplies and materials equal to or greater than a \$30,000 amount.

District Finance staff have reviewed the Board approved resolutions for supplies and materials over a 3-year period and determined that there were six (6) resolutions that were passed by the board would have not been necessary under the new \$60,000 threshold. This modification to the policy will improve efficiency and cost-effectiveness while still maintaining appropriate controls for larger purchases.

The District's corporate counsel, Ancel Glink, reviewed the Purchasing Ordinance and suggested limited edits to the language. A red-lined version of the ordinance highlighting all recommended changes is attached.

**RECOMMENDATION:**

Staff recommends that the Committee approve the amended Purchasing Policy as presented.

**ATTACHMENTS:**

*Purchasing Ordinance*