
WHEELING TOWNSHIP
COOK COUNTY, ILLINOIS

ORDINANCE
NUMBER 2025-05

**AN ORDINANCE AUTHORIZING AND ADOPTING AN AMENDED PURCHASING
& ACCOUNTS PAYABLE POLICY AND PROCEDURE FOR WHEELING TOWNSHIP**

MARIA ZELLER BRAUER, Township Supervisor
JOANNA GAUZA, Township Clerk

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Trustees

Prepared by ODELSON, MURPHEY, FRAZIER & McGRATH, LTD. - Township Attorneys
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WHEELING TOWNSHIP

ORDINANCE NO. 2025-05

AN ORDINANCE AUTHORIZING AND ADOPTING AN AMENDED PURCHASING & ACCOUNTS PAYABLE POLICY AND PROCEDURE FOR WHEELING TOWNSHIP

WHEREAS, Wheeling Township, Cook County, Illinois (the “Township”), is a duly organized and existing township and unit of local government created under the provisions of the laws of the State of Illinois, and is operating under the provisions of Illinois’ Township Code, 60 ILCS 1/1-1, *et seq.*, and all laws amendatory thereto; and

WHEREAS, Section 80-10 of the Illinois Township Code provides that the township board shall meet at the township clerk’s office for the purpose of examining and auditing the township accounts before any bills (other than general assistance, obligations for Social Security taxes as required by the Social Security Enabling Act, and wages that are subject to the Illinois Wage Payment and Collection Act, *or other expenses determined by the township board by resolution*) are paid, provided that payments made pursuant to a board resolution shall be reviewed and verified at the next meeting, 60 ILCS 1/80-10 (emphasis added); and

WHEREAS, there exist certain routine and recurring Township expenses, including, but not limited to, energy, gas, water, telecommunications, insurance, and employee compensation, that, to avoid late fees or interruption of service, must be made in a prompt and timely manner (the “Recurring Expenses”); and

WHEREAS, the Township desires to adopt a revised policy authorizing certain Township officials’ authorization to purchase goods and services up to specific amounts, without the need for prior approval from the Township Board, in a manner consistent with the provisions of the Illinois Township Code and related legal requirements, and to ensure updates reflect changes in State law, particularly by Public Act 102-0728; and

WHEREAS, the Township Board for Wheeling Township (the “Township Board”) is committed to ensuring the effective administration of government and the responsible management of taxpayer dollars; and

WHEREAS, with the foregoing in mind, the Township Board as determined that it is in the best interests of the Township and its residents to authorize the Township Supervisor to pay the Recurring Expenses in accordance with this Ordinance and to pre-authorize purchases for certain goods and services in a manner consistent with the requirements of the Illinois Township Code and all other, related legal requirements.

NOW, THEREFORE, BE IT ORDAINED by the Supervisor and Board of Trustees of Wheeling Township, Cook County, Illinois, as follows:

Section 1: The above recitals and findings are found to be true and correct and are incorporated herein and made a part hereof, as if fully set forth in their entirety.

Section 2: The Township Board hereby authorizes, enacts, approves, and adopts the **Wheeling Township Purchasing & Accounts Payable Policy and Procedure**, which is attached hereto as **Exhibit A**.

Section 3: The provisions of this Ordinance are hereby declared to be severable, and should any provision of this Ordinance be determined to be in conflict with any law, statute, or regulation by a court of competent jurisdiction, said provision shall be excluded and deemed inoperative, unenforceable, and as though not provided for herein, but such invalidity shall not affect other provisions or applications of this Ordinance that can be given effect without the invalid application or provision, and all other provisions shall remain unaffected, unimpaired, valid, and in full force and effect.

Section 4: All ordinances, resolutions, rules, and orders, or parts thereof, in conflict herewith are, to the extent of such conflict, hereby superseded and repealed, provided, however, that

nothing herein contained shall affect any rights, actions, or causes of action which shall have accrued to the Township prior to the effective date of this Ordinance.


Section 5: This Ordinance shall be in full force and effect immediately upon passage and approval by the Township Board of Wheeling Township, Cook County, State of Illinois, as provided by law.

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PASSED by the Supervisor and Board of Trustees of Wheeling Township, Cook County,
Illinois, this 28th day of October 2025, pursuant to a roll call vote, as follows:

	YES	NO	ABSTAIN	ABSENT
Trustee Geier	✓			
Trustee Grainawi	✓			
Trustee Mejdrich	✓			
Trustee Williams	✓			
Supervisor Zeller Brauer	✓			
TOTAL:	5			

APPROVED at a Regular Meeting of the Board of Trustees of Wheeling Township, on
October 28, 2025.



Maria Zeller Brauer, Supervisor

ATTEST:



Joanna Gauza, Clerk

EXHIBIT A

WHEELING TOWNSHIP PURCHASING & ACCOUNTS PAYABLE POLICY AND PROCEDURE

WHEELING TOWNSHIP PURCHASING & ACCOUNTS PAYABLE POLICY AND PROCEDURE

I. STATEMENT OF PURPOSE

The purpose of this Purchasing & Accounts Payable Policy and Procedure ("Policy") is to provide Wheeling Township ("Township") with guidelines and directions for the acquisition of goods and services. When used with good judgment and common sense, the policies and procedures outlined will enable the Township to obtain required supplies and services efficiently and economically. The Township Board has adopted this as Township Policy by Ordinance.

In general, the Township Board of Trustees is charged with the duty to examine and audit township bills before they are paid under the Illinois Township Code, 60 ILCS 1/1-1, *et seq.*, with the exception of general assistance, wages, social security taxes, IMRF employee and employer contributions, and other expenses determined by the Township Board by resolution. *See* 60 ILCS 1/80-10, 80-15. Nothing in this Policy shall affect the Township Board of Trustees' duties with respect to the audit of all Township bills and claims, except that this Policy authorizes the pre-payment of certain expenses subject to subsequent review and verification at the next Township Board meeting.

All Township personnel and officials engaged in purchasing and related activities on behalf of the Township shall conduct themselves in a manner above reproach in every respect. Township employees and officials shall strive to ensure that public money is spent efficiently and effectively and in accordance with statutes, regulations, and township policies.

This Policy is divided into sections dealing with permitted expenditures, general procedures and responsibilities, authorization levels, employee reimbursement, pricing requirements, local purchasing, emergency purchases, cooperative purchasing, invoice payment, delivery verification, purchasing ethics, credit card usage and procedure, and a Board-approved vendor payment list.

This Policy is designed to be a document for reference for any related purchasing practices. It serves as a general guideline. If you have any further detailed questions about purchasing agreements, you can contact the Township Administrator or the Township Supervisor. This policy will be updated periodically to reflect changes in applicable legislation, technology, or best practices.

Except as expressly provided herein and approved by the Wheeling Township Assessor, this Policy does not apply to the Wheeling Township Assessor's Office and its respective employees. This Policy does not apply to the Wheeling Township Emergency Fund (i.e., the 501(c)(3) not-for-profit corporation).

II. ENABLING POWERS – PERMITTED EXPENDITURES

Subject to terms and conditions established by applicable law, Wheeling Township may exercise at least the following purchasing powers:

- A. The Township may purchase and hold real and personal property for the use of its inhabitants and may sell and convey that property.

- B. The Township may purchase any real estate or personal property for public purposes under contracts that provide for payment in installments over a period of time not more than twenty years for real estate and not more than ten years for personal property.
- C. The Township may finance the purchase of any real estate or personal property for public purposes under finance contracts that provide for payment in installments over a period of time not more than 20 years for real estate and not more than 10 years for personal property.
- D. The Township may construct a township hall under contracts providing for payment over a period of time of not more than 20 years. The interest on the unpaid balance shall not exceed that permitted in the Bond Authorization Act.
- E. The Township may enter into all contracts necessary to exercise its powers.
- F. The Township may expend or contract for the expenditure of any federal funds made available to it by law for any purpose for which taxes imposed upon Township property or property within the Township may be expended.
- G. The Township may acquire (singly or jointly with a municipality or municipalities) land or any interest in land within its township limits. The township may acquire the land or interest by gift, purchase, or otherwise, but not by condemnation.
- H. A township may (singly or jointly) improve or arrange for the improvement of the land for industrial or commercial purposes and may donate and convey the land or interest in land so acquired and so improved to the Illinois Finance Authority.
- I. The Township Board may either expend funds directly or may enter into any cooperative agreement or contract with any other governmental entity, not-for-profit corporation, non-profit community service association, or any for-profit business entity concerning the expenditure of township funds or funds made available to the township under the federal State and Local Fiscal Assistance Act of 1972, to provide any of the following services to the residents of the township:
 - (a) Ordinary and necessary maintenance and operating expenses for the following:
 - (1) Public safety
 - (2) Environmental protection
 - (3) Public transportation
 - (4) Health
 - (5) Recreation
 - (6) Libraries

- (7) Social services for the poor and older people.
 - (8) Ordinary and necessary capital expenditures authorized by law.
 - (9) Development and retention of business, industrial, manufacturing, and tourist facilities within the Township.
- J. For a private, not-for-profit corporation (501(c)(3)) or community service association to receive funds from the Township under this section, it shall have existed for at least one year before receiving the funds.
- K. The Township Board may provide daycare services and contract with daycare facilities licensed under the Child Care Act of 1969, regardless of whether the facilities are organized on a for-profit or not-for-profit basis.
- L. Provided certain regulations are complied with, the Township may directly expend or contract for senior citizen services with for-profit (or not-for-profit) and non-sectarian organizations.
- M. The Township Board may enter into direct agreements with for-profit corporations or other business entities to carry out recycling programs in unincorporated areas of the Township.
- N. Any other authorization to purchase goods or services or to otherwise expend township funds as provided for in the Township Code or other applicable law, and as may be amended from time to time.
- O. Purchases made by the Township shall be made in compliance with the Local Government Prompt Payment Act.

III. GENERAL PROCEDURES & RESPONSIBILITIES

Unless otherwise provided for in this Policy, all Township expenditures shall follow the below procedures, to wit:

- A. The Township Board of Trustees adopts an annual Budget & Appropriations Ordinance, identifying line-item expenditure limits for each fiscal year, which begins on March 1st through the next February 28th (or 29th) of each calendar year.
- B. Purchases of goods and services for budgeted items to carry out day-to-day Township responsibilities may be requested by employees with approval from the Township Administrator, Supervisor, or Township Board as provided for in this Policy. No purchase may be made, and no order shall be placed until all quotes, price sheets, proposals, bids, and approvals are required as provided by this Policy and otherwise required by law.
- C. The Supervisor and/or Township Administrator serve as the Township's purchasing

agents.

- D. The purchasing agent is responsible for procuring items according to approved requests, providing all necessary backup documentation, and ensuring that the request is properly coded and verified.
- E. Mailed invoices are received by the Township employees and are distributed to the Administrator for initial approval. The Administrator will submit to the Supervisor for final approval and send the invoices back to accounting and finance for completion.
- F. A report listing all checks to be approved is prepared by the finance and administration department before the regular Township Board Meeting, which is then submitted for a vote at the Township Board Meeting (i.e., the “audit of expenditures”).
- G. After the Township Board of Trustees authorizes expenditures, the Director of Finance/Township Administrator distributes all checks for payment via mail, directly to the vendor, or via pick up or drop off, unless consent is given by the Township Supervisor or the Township Administrator for otherwise. This procedure does not apply to General Assistance client checks, which are given directly to the General Assistance case manager for distribution.

IV. AUTHORIZATION OF TOWNSHIP PURCHASES

All purchases for goods or services made by Township officials and employees must be made in accordance with this Policy. All purchases for goods or services shall require advance approval of the appropriate Township official or employee, or the Township Board of Trustees, within the guidelines described below. Where possible, and as otherwise required herein, all written agreements or contracts should be reviewed and approved by the Township Board *prior* to execution.

- A. All purchases of goods or services must correspond with a specific line-item in the Township’s approved Budget and Appropriation Ordinance for that fiscal year. No purchase of goods or services may be made unless sufficient funds remain in the appropriate line-item for that fiscal year.
- B. No agreement for the purchase of goods or services may provide for a term that extends beyond the current fiscal year in which the agreement is entered into, except as may be approved by the Township Board of Trustees and in compliance with State law.

Authorization for Township Officials

- C. The Township Board of Trustees recognizes that the Township Supervisor is required, by law, to perform certain functions collectively, subject to living within the budgetary constraints set by the Township Board of Trustees. To permit the Township Supervisor to run her or his respective offices and perform her or his duties, the Township Supervisor is not required to bring every purchase or contract before the Township Board of Trustees prior to committing to the contract or expenditure, subject to the terms herein. All bills and expenses that are authorized for pre-payment

must be presented to the Township Board of Trustees for approval at the next regular Township Board meeting after payment.

- D. The Township Supervisor is authorized to make certain purchases without prior approval from the Township Board, subject to the limits outlined below. The Supervisor shall maintain an ongoing monthly list of approved purchases.

1. **Authorization Limits.** The Township Supervisor is authorized to make certain agreements and purchases prior to approval of the Township Board of Trustees shall be subject to the following limits:

Dollar Limits	Required Approval
\$00.01 to \$10,000.99	<p>The Township Supervisor may commit to the expenditure or make a purchase if there are sufficient funds in the respective line-item of that fiscal year's budget and appropriation ordinance and the purchase is within his or her statutory authority or otherwise authorized by the Township Board. This shall include all recurring expenses or expenditures within \$00.01 to \$10,000.99. The warrants for their purchases will be presented to the Township Board of Trustees for approval at the next regular Township Board meeting.</p> <p>Subject to the further restrictions within this Policy, the Township Supervisor shall forward copies of any contracts she or he enters into to the Township Clerk.</p>
\$10,001.00 and above	<p>For any contract or expenditure of \$10,001.00 or above, the Township Board of Trustees shall be required to review and approve the proposed expenditure or contract (subject to any formal bidding requirements, if applicable) prior to payment or execution.</p>

2. **Recurring Expenses.** Notwithstanding, and in addition to, the foregoing, the Township Supervisor shall have the authority to pay the following payables ("Recurring Expenses") without prior examination of the payables, audit, or invoices by the Township Board of Trustees:

- a. Township Employee compensation, IMRF contributions and all other employee payroll deduction obligations, i.e., Health insurance, deferred compensation plans, etc.;
- b. Utility bills — gas, electric, phone, internet, water, sewer, trash;
- c. Ordinary payments on operational contracts that have already been approved by the Township Board of Trustees either by

separate vote at a Township Board Meeting or via the ***Township Board Approved Vendor Payment List***, which is attached hereto and incorporated herein; and

- d. Employee reimbursements and mileage expenses in a manner consistent with the Township's travel and expense reimbursement policy.

Recurring expenses shall be presented at the audit of expenditures, which will be voted on at the Township Regular Board Meeting.

Authorization for Township Employees

- E. No employee shall purchase goods or services on behalf of the Township without first seeking approval as required by this Policy. All purchases shall require advance approval of the Township Administrator, Supervisor, or Township Board, within the guidelines described below. All purchases must conform to amounts allowed and budgeted for within that fiscal year's budget and appropriation ordinance.
- F. Township Employees are required to obtain the following authorization prior to making any purchase on behalf of the Township:

Dollar Limits	Required Prior Approval
\$0.01 to \$1,000.99	Township Administrator.
\$1,001.00 to \$10,000.99	Township Supervisor.
\$10,001.00 and above	Township Board review and authorization is required prior to the expenditure and/or purchase.

In general, approved purchases shall be made by the Township's purchasing agent(s).

V. EMPLOYEE REIMBURSEMENT

Employees shall be reimbursed for expenses personally incurred while conducting business for Wheeling Township in a manner consistent with the Township's Policy for Reimbursement of Travel, Meal, and Lodging Expenses and Necessary Employee Expenses (as may be amended occasionally from time to time).

VI. PRICING REQUIREMENTS

Wheeling Township's policy is to obtain the most cost-effective price available for purchases through competitive pricing.

- A. The following guidelines will determine the Pricing Requirement level for Township purchases:

Dollar Limits	Pricing Requirements
\$1,000.99 or less	Verbal quotes are sufficient (at least 2)
\$1,001.00 to \$10,000.99	Minimum of 2 Written Quotes

\$10,001.00 to \$29,999.99	Minimum of 3 Written Quotes
\$30,000.00 or greater	A formal RFP (Request for Proposal) and/or competitive bid may be required in accordance with State Law and Township Ordinance. Only certain exceptions are allowed by law.

- B. In the event that the required number of quotes cannot be obtained for a purchase of \$30,000 or less, a written explanation as to why the required number of quotes could not be obtained is required, i.e., single source vendors, repeat and repetitive purchases, purchases through a purchasing cooperative, requirements by state statute or local ordinance, prior-approved or allowed contractual obligations, or normal incidental purchases where obtaining multiple quotes is impractical. Sometimes, it is beneficial and expeditious to utilize a current or past vendor that provided a favorable price and/or service. In these instances, the Supervisor is authorized to waive the quote requirement if it is determined that the purchase can be made quickly, efficiently, and effectively to correct a problem or meet an urgent need. Purchasing authorization limits previously described shall still apply
- C. All purchases of goods and services exceeding \$30,000 that are required by law to be competitively bid shall be subject to a competitive bidding process, unless otherwise exempt from such requirements under applicable law. The Office of the Township Clerk will coordinate all formal bids, RFPs, or RFQs in consultation with the Township Administrator, Supervisor, and Attorney.
- D. Township purchases are not subject to sales tax; therefore, efforts should be made to inform vendors of the Township's tax-exempt status and to ensure that the Township is not charged sales tax. Vendors should be provided with the Township's sales tax exemption form. The sales tax exemption form may be obtained from the Township Administrator or the Supervisor.
- E. The following special requirements apply to the Pricing Requirements outlined above:
- A "Verbal Quote" may be obtained by telephone.
 - A "Written Quote" may be obtained in person, via mail, email, or fax.
 - A "Price Sheet" may be obtained from a vendor or printed from the vendor's website.
 - Quotes must include the vendor's name, the date of communication, the item, and the price. Quotes shall be compiled and submitted to the Township Board for review and, if necessary, for any approval as may be required by this Policy.
 - The Township Supervisor or the Township Board may waive the Pricing Requirements process for expenditures less than \$30,000 if, in its opinion, efforts to obtain quotes are exhausted or impractical.
 - Exceptions to the Pricing Requirements include single source vendors, repeat

and repetitive purchases, purchases through a purchasing cooperative, requirements by state statute or local ordinance, prior-approved or allowed contractual obligations, or other situations authorized by the Township Board, existing Township policy, or otherwise by law.

- g. Splitting a single purchase into two or more purchases to avoid the numeric limits herein is a violation of policy and of law.

VII. LOCAL PURCHASING

For purchases not exceeding the threshold requiring formal, competitive bidding, the Township Board of Wheeling Township hereby officially adopts a preference for businesses located in Wheeling Township to help stimulate local business development and foster a stronger local economy.

VIII. EMERGENCY PURCHASES

- A. Emergency purchases are unforeseen purchases that pose an immediate threat to public health or safety, or meet the needs of emergencies arising from unforeseen causes. These purchases necessitate the immediate delivery of items or services to prevent delays or interruptions in providing essential services to Township residents, or to prevent significant delays or disruptions in operations.
- B. Even for expenses in excess of \$30,000, Illinois State Law provides that in case of an accident, disaster, or other circumstances creating a bona fide public emergency, the Township Board may authorize expenditures without complying with the bidding and pricing requirements for the purpose of meeting said emergency when an immediate action must be taken to protect the health or safety of an employee and/or user or prevent severe property damage. See 60 ILCS 1/85-30. However, the Township Board should be notified of all emergency details and remedy plan within 24 hours and shall subsequently approve a certificate showing such emergency and the necessity of such action, together with an itemized account of all expenditures.
- C. The Township Supervisor shall have the authority to procure materials, supplies, equipment, or services to address or meet an emergency need, provided the expenditures do not exceed \$10,001. All materials, supplies, equipment, or services shall be documented in a detailed report outlining the basis for the emergency. The Township Administrator shall have this authority with the Supervisor's approval or, if the Supervisor is not available, with the approval of two Trustees.
- D. Emergency or Special Board meetings may be called upon notice by the Township Supervisor, in accordance with State Law, for prior approval of expenditures over \$10,001 that are not in response to a public emergency but seriously impede the Township from meeting its obligation to citizens, taxpayers, or employees.
- E. Reporting to the Township Board of Trustees should be handled through the first certificates of payable or other applicable reports immediately following the emergency expenditure.

IX. COOPERATIVE PURCHASING

The Township shall have the authority to join with other units of local government in cooperative purchasing plans when the Township's best interests would be served. The Township may also participate in the Illinois Joint Purchasing Program according to 30 ILCS 525/0.01, *et seq.*

X. INVOICE PAYMENT

1. Payment of Invoices. All purchases require submission of the associated price documents (quotes, proposals, bid documents, order confirmations, or order details for online purchases) and the invoice before payment is made. As required by the Internal Revenue Service (IRS), a W-9 must be on file for each vendor doing business with the Township. No purchase order will be processed for payment until the W-9 is received from the vendor and on file with the Township.
2. Prompt Payment. The Township will adhere to the "Local Government Prompt Pay Act" and will pay invoices within 30 days unless further investigation is required.

XI. PURCHASING ETHICS

Applicable provisions of the Illinois Gift Ban Act and the State Officials and Employee Ethics Acts are expressly adopted and incorporated herein and apply to all Township purchases and contracts.

1. GIFTS. A "Gift" means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible item having monetary value, including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of an officer or employee. No official or employee shall directly or indirectly solicit, accept, or receive any gift or consideration, whether in the form of money, services, loan, travel, entertainment, thing, or promise, which was intended to influence him to act other than impartially in the performance of his/her official duties, or was intended as a kickback in connection with a purchase or contract reward for any such action on his part. Any employee who is offered a bribe or kickback in connection with a purchase or contract shall report the offer to their department head immediately.
2. EMPLOYEE AND ELECTED OFFICIAL-OWNED BUSINESS. To avoid the potential for or the appearance of favoritism or collusion on the competitive procurement of services, commodities, materials, and equipment, the Township will not procure items or services from any firm, corporation, or business that is owned in whole or in part by both a relative of and/or someone employed in either a full-time or part-time status by the Township or holding an elected office except in an emergency. Those responsible for administering this purchasing policy shall undertake reasonable efforts to ensure the Township is not utilizing a business owned in whole or in part by either a full-time or part-time Township employee, relative, or

elected official. This restriction shall not apply to a publicly held corporation where an employee or elected official has a de minimis ownership interest. Emergency purchases made from businesses owned by employees or elected officials must still be made in compliance with state law.

3. INTEREST OF TOWNSHIP OFFICERS OR EMPLOYEES. No official or employee, either on that person's behalf or on behalf of any other person, shall have any financial or personal interest in any business or transaction with any Board, Commission, Committee, or other public body of the Township unless that official or employee makes full public disclosure of the nature and full extent of such interest and disqualifies him or herself from participating in and acting upon the resolution of the business or transaction.

XII. FORMAL BIDDING RESTRICTIONS, REQUIREMENTS, AND RESPONSIBLE BIDDING STANDARDS

In addition to any other requirements in this Policy and by law, the following restrictions and requirements are intended to preserve the integrity of the competitive bidding process and prevent any unfair advantage or appearance of impropriety.

A. Conflict of Interest in Bid Preparation.

1. No person, firm, or entity that has participated in the development, drafting, or preparation of bid specifications, scope of work, or other bidding documents shall be eligible to submit a bid or proposal for the same.
2. As part of a bid submission, all bidders certify that they did not assist in the preparation of the bid specifications or related documents. Failure to disclose such involvement shall result in disqualification.
3. This subsection shall not strictly apply where it is determined that the contract or purchases are not adapted to award by formal, competitive bidding pursuant to, *inter alia*, 60 ILCS 1/30-51, and/or where the proposed purchase or project is so specialized that there are very limited numbers of possible vendors who could assist in preparing specifications and who would qualify to submit a bid.

B. Conformity with all other laws and requirements.

All bids and bidders shall conform to all requirements provided by law and any further requirements as may be determined by the Township Board from time to time.

C. Responsible Bidding Standards.

The Township shall award contracts to the lowest responsible and responsive bidder. A responsive bidder is one whose bid complies in all material respects with the requirements of the solicitation. A responsible bidder is one who has the ability in all respects to fully and reliably perform the contract's expectations and requirements.

1. Criteria for Determining Responsibility.

In determining whether a bidder is responsible, the Township may consider, but is not limited to, the following factors:

- i. Financial stability
- ii. Experience and past performance on similar projects
- iii. Compliance with applicable laws and regulations
- iv. Ability to meet the project schedule and staffing requirements

2. Documentation

Bidders may be required to submit documentation supporting their qualifications, including but not limited to:

- i. Certificates of insurance
- ii. Evidence of participation in training programs
- iii. References from prior projects
- iv. Financial statements

3. Disqualification for Non-Responsiveness

The Township shall always reserve the right to reject any bid that is non-responsive or submitted by a bidder determined not to be responsible, even if that bid is the lowest in price. The Township shall further always reserve the ability to reject any and all bids received, and shall not be obligated to award a bid for any particular project.

This Policy was adopted and approved by the Wheeling Township Board on Oct. 28, 2025, by Ordinance No. 2025-05.

**WHEELING TOWNSHIP PURCHASING &
ACCOUNTS PAYABLE POLICY AND PROCEDURE**

BOARD APPROVED VENDOR PAYMENT LIST

Recurring Expenses

IMRF

Contractual Vendors:

Payroll services paid automatically via EFT/ACH; Telephone, internet; Monthly copying and printing service; Property maintenance; Office cleaning costs; IT, software, and tech support; AB Sanchez; Benny's; Berkshire Hathaway; Cintas; Colley; Comcast; Door Systems; First Bankcard; Amazon; Jasper Meats; Tony's Fresh Market; Fox Valley Fire & Safety; Gambino; Garveys; Great America Financial Svcs; Groot; Ibbotson Heating & Cooling; Illinois Public Risk Fund; Lutheran Home; Northwest Community Hospital; OMFM, Ltd.; PACE; Perfekt Cleaning; Premier Vending; Quadiant; Roy's Tree Service; Selective Insurance; Sentry Security; Tru Green; US Postal Service; Verizon; Vicarious; Village of Arlington Heights.

Utility Vendors: Water; sewer; trash; ComEd (electricity); Nicor (gas)

Fuel Vendors

Health Insurance and Supplement Insurance

Blue Cross Blue Shield; MetLife

The Township finds that it is important that these vendors are paid by the billing due date to avoid service interruptions and late fees. As the custodian of employees' funds through payroll deduction, the Township has an obligation to forward the employees' money to the appropriate vendor.

Approved by the Wheeling Township Board on October 28, 2025.