

VILLAGE OF LOMBARD
REQUEST FOR BOARD OF TRUSTEES ACTION
For Inclusion on Board Agenda

 X Resolution or Ordinance (Blue) *Waiver of First Requested*
 Recommendations of Boards, Commissions & Committees (Green)
 Other Business (Pink)

TO: President and Village Board of Trustees

FROM: Scott Niehaus, Village Manager

DATE: April 8, 2024 (COW)(B of T): April 18, 2024

TITLE: A Resolution Authorizing an Addition to the Village of Lombard
Purchasing Policies and Procedures Manual Regarding

SUBMITTED BY: Tim Sexton, Director of Finance

BACKGROUND/POLICY IMPLICATIONS:



At the meeting on March 25, 2024, the Finance and Administration Committee discussed and unanimously voted to recommend that the Village Board approve the proposed addition to the Purchasing Policies Manual. A memo, presented to the Committee, is attached to add a Federal Debarment and Suspension Policy.

Approval of the attached Resolution by the Village Board of Trustees is required to adopt the proposed addition of the Federal Debarment and Suspension Policy to the Purchasing Policy and Procedures Manual.

FISCAL IMPACT:

N/A

REVIEW (as needed):

Village Attorney XX	_____	Date	_____
Finance Director XX		Date	4/9/24
Village Manager XX		Date	4/12/24

NOTE: All materials must be submitted to and approved by the Village Manager's Office by 12:00 Noon, Wednesday, prior to the Board Agenda distribution.



To: Finance & Administration Committee
From: Timothy Sexton, Director of Finance
Date: February 6, 2024
Subject: **Proposed Addition to the Purchasing Policies Manual**

The Village of Lombard was recently selected for a Motor Fuel Tax (MFT) compliance audit. A recommendation from the MFT auditor is to add a policy to require employees involved in federally funded procurement activities to verify the debarred status of potential contractors before awarding any contracts.

CHAPTER 7 - MISCELLANEOUS PURCHASING POLICIES & GUIDELINES

B. Federal Debarment and Suspension Policy

NOTES

The Federal Office of Management and Budget (OMB) Uniform Guidance, Uniform Administrative Requirements for Grants and Agreements includes Debarment and Suspension requirements.

44 CFR Section 13.35 states that grantees and subgrantees must not make any award or permit any award (subgrant or contract) at any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549, "Debarment and Suspension."

All employees involved in procurement activities using Federal funds must verify the debarred status of potential contractors before awarding any contracts. To find a list of current companies (Entity) or individuals that have been declared ineligible to receive federal contracts, follow the instructions below to access the System for Award Management (SAM).

Instructions

- Access the [SAM website](#).

- Use the search bars to enter the entity name, Duns & Bradstreet number (DUNs), or Entity Commercial and Government Entity (CAGE) code.
- Click “SEARCH” to retrieve results.
- Entities with “Exclusion” listed in purple are currently debarred, while those labeled “Entity” in green do not have exclusions.
- Export or print the search results for documentation purposes.

Staff requests the Finance & Administration Committee to review the proposed changes and provide a recommendation for the Village Board.

RESOLUTION
R _____ 24

A RESOLUTION AMENDING THE PURCHASING POLICIES AND PROCEDURES MANUAL FOR THE VILLAGE OF LOMBARD

WHEREAS, Section 35.21 of the Village of Lombard Municipal Code states that “the Village Manager shall...have prepared and maintained a purchasing manual”, and

WHEREAS, Section 35.21 further states that “said manual shall be subject to approval by the Board of Trustees”, and

WHEREAS, the Village Board previously approved Resolution 95-99 adopting a purchasing policies and procedures manual for the Village of Lombard; and

WHEREAS, the adoption of the amendment to the purchasing manual contributes to the continuity and credibility of administering public funds; and

WHEREAS, the Corporate Authorities deem it to be in the best interest of the Village of Lombard to approve such manual.

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LOMBARD, DU PAGE COUNTY, ILLINOIS as follows:

Section 1: That the amendments to the Village of Lombard Financial Policies are hereby approved.

Section 2: That the Director of Finance is hereby directed to implement said policies as approved.

Adopted this ____ day of _____, 2024

Ayes: _____

Nays: _____

Absent: _____

Approved this ____ day of _____, 2024

Keith Giagnorio
Village President

ATTEST:

Elizabeth Brezinski
Village Clerk

APPROVAL AS TO FORM:

Thomas P. Bayer
Village Attorney