**Section 2600.315 Small Purchases**

a) This Section is applicable to procurements of $25,000 or less for professional and artistic services or supplies and $30,000 or less for construction. If only a unit price or hourly rate is known, the contract shall be considered a small purchase and this Section shall apply. Each July 1, the small purchase maximum shall be adjusted for inflation as determined by the Consumer Price Index for all Urban Consumers as determined by the United States Department of Labor and rounded to the nearest $100.

b) In determining whether a contract is under the limit, the value of the contract for the full term and all optional renewals, determined in good faith, shall be utilized. The stated value of the supplies or services, plus any optional supplies and services, shall be utilized. Where the term is calculated month-to-month or in a similar fashion, the amount shall be calculated for a 12 month period.

c) If, after signing the contract, the actual cost of completing the contract is determined to exceed the small purchase amount, and the Procurement Officer determines that a supplemental procurement is not economically feasible or practicable because of the immediacy of the agency's needs or other circumstances, the Procurement Officer must follow the procedures for sole source or emergency procurement, whichever is applicable, to complete the contract.

d) Procurement requirements shall not be artificially divided to avoid using the other source selection methods set forth in Section 20-5 of the Illinois Procurement Code.

e) If there is a repetitive need for small procurements of the same type, the Procurement Officer shall consider issuing a competitive sealed bid or proposal for procurement of those needs.