



CITY OF MARSHFIELD, WISCONSIN POLICIES AND PROCEDURES

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CHAPTER: Procurement

SUBJECT: Procurement of Goods and Services

POLICY NUMBER: 4.800

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DEPARTMENTS OF PRIMARY RESPONSIBILITY: City Attorney's Office; Finance Department

APPROVED BY: Finance, Budget and Personnel Committee

Special Notes: This policy/procedure manual does not in any way constitute an employment contract and the City of Marshfield reserves the right to amend this manual at any time subject only to approval by the Common Council.

POLICY:

The purposes of this policy are to 1) simplify and clarify the policy governing procurement by the City of Marshfield; 2) permit the continued development of procurement policies and practices; 3) provide for increased public confidence in the procedures used in public procurement; 4) ensure the fair and equitable treatment of all persons who deal with the procurement system of the City; 5) provide increased economy in City procurement activities and to maximize to the fullest extent practicable the purchasing value of public funds of the City; 6) foster effective broad-based competition within the free enterprise system; and 7) provide safeguards for the maintenance of a procurement system of quality and integrity.

The purchase of all materials and services for all activities within City government of which amount totals \$1,000 or more shall be consummated by either 1) a written contract; or 2) a signed purchase order. All procurement agreements or contracts shall be reviewed and approved as to form by the City Attorney, and shall be executed by the Mayor, Finance Director, and City Clerk per WI Statutes Ch. 62.09(10)(f) & 62.09(11)(d). Purchase orders will be considered valid only upon the signatures of the requesting department/division director and the Finance Director or his/her designee. The delivery of goods and services shall not precede the execution of a written contract, agreement or purchase order for purchases of \$1,000 or more, except in the case of an emergency. In the event of an emergency, the Finance Director will be notified on the next working day and the purchase order will be identified as an "emergency purchase."

All City departments shall comply with Section 62.15 of the Wisconsin statutes for all public construction projects, following the estimated cost thresholds provided in this statute to give the appropriate Class 1 or Class 2 Notice under chapter 985.

All public improvements constructed with municipal funds shall be carried out through a contract awarded to the lowest responsible bid, in conformance with Wisconsin statutes. Major equipment purchases shall be made according to the lowest responsible bid following public advertisement and the distribution of specifications.

When the City Attorney determines that the competitive sealed bidding process is not required by law and is either not practicable or not advantageous to the City, a contract may be entered into through receipt of competitive sealed proposals. Adequate public notice shall be given when competitive sealed proposals are sought.

STANDARD OF CONDUCT:

Public employment is a public trust. City of Marshfield employees engaged in the procurement process must discharge their duties impartially so as to assure fair competitive access to governmental procurement by responsible contractors. Moreover, they should conduct themselves in such a manner as to foster public confidence in the integrity of the City procurement process.