



CITY OF MARSHFIELD, WISCONSIN POLICIES AND PROCEDURES

1. COMMON COUNCIL
2. ADMINISTRATIVE
3. PERSONNEL
4. **FINANCIAL**
5. PUBLIC WORKS
6. PARKS AND RECREATION

CHAPTER: Procurement
SUBJECT: Procurement of Goods and Services
POLICY NUMBER: 4.800
PAGES: 2
EFFECTIVE DATE: October 13, 1992
REVISION DATE: September 15, 1998
November 26, 2002

PERMANENT DELETION DATE:

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

APPROVED BY: Jerry Bennington, Sr.
Chairman, 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.

Revisions are marked with an asterisk (*).

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 \$500 or more shall be consummated by either 1) a written contract; or 2) a signed pre-numbered purchase order. Pre-numbered purchase order forms shall be prepared and made available by the City Clerk. The purchase order 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 or pre-numbered purchase order for purchases of \$500 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, which provides, in part, that "all public construction, the estimated cost of which exceeds \$15,000, shall be let by contract to the lowest responsible bidder;" and further, that "after the plans, specifications and form of contract have been prepared, the Board of Public Works shall advertise for proposals for doing such work by publishing a Class 2 notice, under chapter 985."

All City departments are further directed that "if the estimated cost of any public construction exceeds \$5,000 but is not greater than \$15,000, the Board of Public Works shall give a Class 1 notice, under chapter 985, of the proposed construction before the contract for the construction is executed."

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.