

Purchasing Policy

City of La Crosse, Wisconsin

This policy establishes a standard for: the purchase/procurement of projects, goods and services for the City of La Crosse, Wisconsin. The City of La Crosse is committed to a purchasing system that provides quality, integrity and increased competition. It is the intent of the City of La Crosse to directly reduce the cost of government by making the most economical acquisition of quality goods and services that will assure efficient operation of City Government.

This policy shall apply to all Council Members, Mayor, Board/Commission Members and City Employees.

All purchasing/procurement must be done in compliance with this policy, regardless of the funding source, i.e., federal and state grants, contracts, departmental operating budgets etc.

1. All purchasing of goods and services shall be included in the Common Council approved departmental operating and capital budgets and/or with other Common Council approved grants/funds/legislation.
2. Policy operational guidelines.

A. PURCHASES

1. For Operating Budget purchases less than one-thousand dollars (\$1,000.00), for any single item, it is recommended that departments obtain three (3) quotes and accept the lowest price within the parameters of quality and delivery.
2. For Operating Purchases greater than one-thousand dollars (\$1,000.00), for any single item, requires solicitation of at least three (3) quotes. Quotes shall be free and open. Said quotes may be in any form and shall be documented and retained on-file by the department for a period of seven years.
3. Purchases of new Capital equipment, as listed in Common Council approved Capital budgets, shall require at least three (3) formal bid/quote requests.
4. Procurement of budgeted items with a unit price of less than \$5,000.00 will be with a department issued purchase order and must be within budgeted amount. Procurement of budgeted items with a unit price in excess of \$5,000.00 must be with a Finance Department issued purchase order and be within budgeted amount.
5. Capital equipment bids/quotes recommending not accepting the lowest responsible bid/quote require Board of Public Works approval prior to procurement. All documentation shall be retained by the department for seven years.
6. Purchases of new Capital equipment not listed in Common Council approved Capital budgets or that exceed budgeted funding shall require at least three (3) formal bid/quote requests, and be submitted to the Finance Committee and Common Council for approval prior to procurement.

7. Construction projects, excluding new/capital equipment, greater than \$25,000.00, or as set by State law, shall be considered Public Works contracts and subject to State of WI Statutes Section 62.15(1) requirements. These contracts shall require plans, specifications, public notification, sealed bids/quotes, and Common Council approval and shall be facilitated through the Engineering Department.
8. Capital projects that exceed \$5,000.00 but are less than \$25,000.00, or as set by State law, require a Class 1 notice per State of WI Statues Section 62.15(1). These projects shall have review and approval of the Engineering Department prior to commencement.
9. Departments may sole source goods, services or construction when it is determined there is only one source for said goods, services or construction. These purchases must comply with the other terms and conditions in this policy. Such determination shall be documented by the department sole sourcing and retained on-file by the department for a period of seven (7) years.
10. A department may participate in Cooperative Purchasing of goods, services or a contract providing it is economically prudent to do so. Cooperative contracts may be public or private. The department shall document cooperative contracts and retain on-file for a period of seven years. Examples of said contracts are, but not limited to, State of WI Vendornet, MN DOT Cooperative Contracts, Amerinet, etc. Participation in these cooperative procurement efforts does not require three bids.
11. Departments are encouraged to research/consider used, demonstration, or rental return equipment in lieu of new, as listed in new/capital equipment budgets. Purchases of used, demonstration, or rental return motorized and non-motorized equipment (except office equipment) shall have Board of Public Works approval prior to procurement and be within budgeted amount for such equipment. Research to this procurement method shall be documented and retained on-file by the department for a period of seven (7) years.
12. All purchases related to technology, but not limited to computer systems, software, hardware, telephony, copiers, faxes, printers shall be approved by the IS Director. Departments shall forward their requests for technology purchases to the IS&T Department for research, review, and recommendation prior to procurement.
13. As determined and approved by the Director of Finance or designee, Prime Vendor Contracts may be established and implemented for items frequently procured.

B. DISPOSAL OR SALE OF CITY PROPERTY

1. The disposal of unwanted, surplus, goods and equipment, excluding real property, shall be in accordance with Council Resolution 2011-08-037 approved August 11, 2011:
 - a. Sold at a public auction, after notice to the public.
 - b. By Common Council resolution authorizing a City department or City utility to retain the property for utilization by said City department or City utility.
 - c. Listed on approved internet auction site(s).
 - d. Listed as a trade-in on a new or used capital equipment purchase.
 - e. By other methods provided approval is obtained from the Common Council prior to disposal.

C. EMERGENCIES

1. In the event a need for an emergency purchase of equipment arises, the event shall be deemed to exist when a breakdown, or catastrophic failure occurs, and the cost to repair such equipment far exceeds its' net worth and replacement of said equipment is vital to City operations, a department head or manager shall confer with the Director of Finance or designee as to method of procurement and funding source to replace said equipment. Once funding source has been determined, the department head or manager shall seek approval from the Mayor. The item then shall be placed on the next immediate Board of Public Works agenda for final approval.

D. REBATES

1. Any vendor rebates shall become property of the City of LaCrosse with disbursement, if any to be determined by the Director of Finance or designee.

E. PAYMENTS

1. It shall be the responsibility of each department to timely process and pay all outstanding vendor invoices in accordance with the terms of this policy and the terms of the City's purchasing card policy.
2. Special Payment checks shall be issued one time per week, on Thursdays or as determined by the Director of Finance/designee. Special Payment request documentation shall be in the Finance Office no later than 3:00pm on Wednesdays.

F. PROCUREMENT OF SUSTAINABLE GOODS AND SERVICES

1. The City of La Crosse hereby endorses the principles of sustainable community development and supports the application of these principals whenever possible in planning, policy making, and practices as adopted by the City of La Crosse Common Council in resolution file number 2007-7-021 and subsequent legislation.

2. Recycled and other environmentally preferable products, goods, and services shall be considered for procurement whenever they meet cost and performance requirements and it is practicable and reasonable to do so.

G. **MISCELLANEOUS**

1. Provisions in labor contracts in conflict with this policy shall supersede this policy only to the extent of the conflict.
2. When applicable, Federal and/or State requirements for procurement i.e. Federal Transit Authority(FTA) may be required in addition to guidelines established in this policy to ensure Federal and/or State compliance.
3. It shall be a breach of ethical standards for Council Members, Mayor, Board/Commission Members, or City employees to offer, demand, accept, or agree to accept from a third party a gratuity or kickback of any sort in exchange for the procurement/purchasing of projects, goods, and services subject to the City's ethic's policy and state law.
4. Violations of this policy shall include, but may not be limited to, verbal or written warning, up to and including termination.