

PROCUREMENT POLICY

Section 1: Procurement Policy

- (1) Purpose of policy: The purpose of this policy is to establish the procurement or purchasing guidelines for the Village of De Soto. The guidelines are intended to be broad enough to allow the employees to be able to function properly within the parameters of responsibility and authority, yet specific enough to adequately safeguard the operational cash flow and financial budget of the Village. This procurement policy applies to most purchasing of the Village. These expenditures are accounted for in the Village's annual financial statements. This policy is limited in its application to funds that are available. Unless prohibited by law or contract, the Village may pool cash from several different funds for procurement purposes if those funds should receive use or benefit from the asset or expenditure purchased.
- (2) Authority. Authority to manage the Village's finances is derived from the State of Wisconsin Statutes and Village ordinances. The Village Board approves an annual budget. The Village Board is responsible for many of the decisions and activities within the scope of the budget. The Village Board, with the help of the Clerk/Treasurer, shall be responsible for a system of controls to regulate the activities of subordinate officials and employees by review of this policy.
- (3) Purchasing Considerations:
Common materials, inventory and supplies required for operation of municipal offices and departments shall be purchased as required, by the respective department head. All purchases over \$500 should be reported to the Clerk /Treasurer. Such purchases will be reported on the monthly distributed reports to the Village Board.

Purchase of major equipment or vehicles shall be subject to competitive proposals, quotes or bids. The equipment or vehicle must be accounted for in the annual budget, or the Village Board will need to amend the annual budget to include that purchase. The Village Board will determine which proposal, quote or bid is most advantageous to the community.

Board approved services such as attorney, engineer, grant writer, grant administration and other such professional services do not need to be competitively bid, unless it is a requirement of a grant funding agency.

For purchases in excess of \$7,500, the Village will obtain at least two or more quotes, except in case of emergencies as specified below. Once the Village Board has accepted a contract, bid or proposal and the Village Clerk/Treasurer and/or the

Public Works Director has reported a satisfactory job has been performed, then the Clerk/Treasurer is authorized to make payment. Such payment will be reported on the monthly distribution reports to the Village Board.

Public works projects that exceed the Wisconsin statutory amount will be bid in accordance with the Wisconsin State Statutes. Specifications and or plans and bid documents will be furnished to all requesting them. Notice of bid taking shall be published in the local newspaper. All bids timely received will be opened and read at a pre-specified time and place open to the public. Bids will be received and recommendation will be made to the Village Board. Contact will be awarded to the lowest responsible bidder. Workforce account projects are exempt from this policy. Regarding public work projects, the Village Board will approve funds based on availability and/or grant considerations.

In the case of emergency repair and/or replacement of operation equipment the Public Works Director is to receive authorization from the Village President to proceed with the repair and/or replacement up to \$7,500. If the expenditure will be over \$7,500, then an emergency Special Board meeting will be called. Competitive pricing from at least two sources or contractors should be obtained when practical.

Section 2

All ordinances or parts of ordinances contravening the terms and provision of this ordinance are hereby to that extent repealed.

Section 3


This ordinance shall take effect upon passage and publication as provided by law.

PASSED AND ADOPTED THIS 5 DAY OF September, 2017

Village President


Joel Greiner

ATTEST:


Carrie Brudos, Village Clerk

POSTED: Sept. 5, 2017