

Ordinance 9/16/19((2019)
Procurement Policy for the Town of Farmington
Waupaca County

Section 1: Purpose:

The purpose of this Ordinance is to regulate and control the purchases of material/services for the Town of Farmington.

Section 2: Authority: Pursuant to chpt 60.47 Wis Stats, the Town Board of the Town of Farmington, Waupaca County, does hereby follow and set forward a Procurement Policy.

1. The purchase of materials and supplies, the anticipated cost of which is under \$1000, may be made by the Town Clerk/Treasurer and the Town Maintenance Person without the approval of the Town Chair or any Town Board members.

"Materials and supplies" include paper, stationary, postage, office supplies, cleaning materials and supplies, maintenance materials, equipment repairs and other like and similar items. Such purchases shall be approved by the Town Clerk/Treasurer for fund/budget availability prior to the purchase.

2. The purchase of materials and supplies, permanent personal property and services, the anticipated cost of which is between \$1000 and \$2000, shall be authorized by the Chair and purchases over \$2000 shall be approved by the Town Board. Such purchases shall be approved by the Town Clerk/Treasurer for fund/budget availability prior to the purchase.

a) "Permanent personal property" includes furniture, furnishings, office equipment, election equipment, tools and small machinery or any other property which customarily has a use life of more than one year.

b) Purchases under this subsection may be made directly from a dealer or supplier without obtaining sealed quotations.

3. The Town Board shall approve the purchase of material and supplies or permanent personal property that the anticipated cost of which is between \$2000 and \$5000.

4. Public contracts will follow the requirements of 60.47, Wis. Stats and be let, pursuant to 66.0901, Wis Stats:

a) No town may enter into a public contract with an estimated cost of more than \$5,000 but not more than \$25,000 unless the town board, or town official or employee designated by the town board, gives a class I notice under ch. 985 before execution of that public contract.

b) No town may enter into a public contract with a value of more than \$25,000 unless the town board, or a town official or employee designated by the town board, advertises for proposals to perform the terms of the public contract by publishing a class 2 notice under ch. 985. The town board may provide for additional means of advertising for bids.

c) The town board shall let a public contract for which advertising for proposals is required under sub.(2)(b) to the lowest responsible bidder.

d) Contracts with governmental entities are exempt from bidding.

e) This section is optional with respect to:

1) Public contracts for the repair and construction of public facilities when damage or threatened damage to the facility creates an emergency, as declared by resolution of the town board that endangers the public health or welfare of the town.

2) Public contract if the materials related to the contract are donated or if the labor that is necessary to execute the public contract is provided by volunteers.

f) This section does not apply to any public work performed directly by the town.

5. The process as outlined below will require the Town Board to select and recommend a vendor and justify that recommendation based on the following considerations:

- a) Previous work/services performed on similar projects
- b) Continuity of services being provided to the town.
- c) Working relationships with vendor personnel
- d) Geographic proximity of vendor to town
- e) Expertise in requested field of work/services
- f) Project timetable
- g) Work/service fees
- h) Any other parameters that could provide value to the town.

6. The attendance of Town officers and employees at seminars and conventions shall be subject to the approval of the Town Chair.

7. Cooperative purchasing agencies or other government purchasing programs may be utilized in lieu of written quotes or proposals.

8. Include references made in August 13, 2019 letter from Secretary, State of Wisconsin Department of Administration regarding state contracts available to local governments. (attached)

Section 3: Adoption of Ordinance

The Town Board, by this Ordinance, adopted on proper notice with a quorum and voice vote by a majority of the Town Board present and voting, provides the authority for the Town Board to regulate and approve procurement procedures set forth for the Township.

Section 4: Effective Date

The Ordinance is effective upon publication. The Town Clerk shall properly post or publish this Ordinance as required under s. 60.80 Wis Stats.

Adopted this 16th day of September, 2019

Caroline Murphy - yes no

Caroline J. Murphy
Chair

Craig Nelson - yes no

Craig Nelson
Supervisor I

Mark Jensen - yes no

Mark Jensen
Supervisor II

ATTEST:

Danielle Taggart
Danielle Taggart, Town Clerk



STATE OF WISCONSIN
DEPARTMENT OF ADMINISTRATION

Tony Evers, Governor
Joel Brennan, Secretary

To: County and Municipal Clerks
Please forward to appropriate personnel in your county/municipality

From: Joel Brennan, Secretary

Re: State Contracts Available to Local Governments

Date: August 13, 2019

The State of Wisconsin has negotiated scores of supply and service contracts that are available to local governments. These contracts typically feature wide product selections, competitive pricing, warranties, fast delivery and satisfaction guarantees.

Many of the State's contracts may be of use to local governments recovering from natural and manmade disasters. These contracts are available to any municipality including a county, city, village, town, Tribe, school district, sewer district, drainage district, technical college district or other public body with the authority to award public contracts. However, state contracts may not be used for purchases by or on behalf of individuals or businesses.

A complete list of contracts available to municipal governments can be searched on the State's procurement website, VendorNet, at <https://vendornet.wi.gov> > Contracts > Cooperative Purchase (Yes). Additionally, a listing of available contracts by category may be found at <https://doa.wi.gov/DEO/CooperativePurchaseContracts.pdf>. The following provides a sample of the contracts that may be useful in your community's recovery efforts:

- MRO (pumps, generators, etc.)
- Janitorial Supplies
- Light Duty Trucks
- Hazardous Waste Services
- Prescription Safety Glasses
- Electrical & Plumbing Supplies
- Security Cameras
- Traffic Cones, Posts & Drums
- Non-IT Temporary Help
- Laptops
- Communication Equipment

If you have difficulty using State contracts, please contact:

Jim Langdon, Administrator
Division of Enterprise Operations
(608) 264-6109
james.langdon@wisconsin.gov

The State of Wisconsin welcomes county, municipal and tribal governments as purchasers from state contracts. We hope you find these resources useful.