

PROCUREMENT POLICY EXAMPLES

PROCUREMENT POLICY EXAMPLE #1

The following represents the procurement policy of the City of Yourville:

1. Supplies required for operation of municipal offices and departments shall be purchased, as required, in accord with a purchase order issued by the respective department head. It is required that purchases be made from suppliers located in the community unless the price is not competitive or comparable to that of non-local suppliers.
2. Purchase of outlay items, such as vehicles and other equipment, shall be subject to competitive bidding. The department requesting purchase of these items shall make the request based on specifications. The responsible department head, along with the respective City Council committee, will determine which bid will be most advantageous to the community and make recommendation thereon to the full City Council. Bids may be invited by letter and/or by advertisement in the local newspaper.
3. Public Works Projects exceeding the Wisconsin statutory amount of \$25,000 will be bid in accord with Wisconsin State Statutes. Specifications and/or plans and bid documents will be furnished to all requesting the same. Notice of bid taking shall be published in the local newspaper, Western Builder and Builders Exchange releases. 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 thereon will be made to the City Council. The contract will be awarded to the responsible bidder submitting the lowest bid. Force account projects are exempt from this policy.
4. Professional Services contracts must be selected through a competitive process or thorough departmental review. Architectural and engineering services contracts exceeding \$100,000 must be selected through a Request for Qualifications (RFQ) process. Other professional services contracts exceeding \$25,000, excluding auditing and accounting services contracts, must be selected through a Request for Proposals (RFP) process. All professional services contracts must be approved by the City Council.

EXAMPLE

Jane Doe

Jane Doe, Mayor

November 1, 2024

Date

[This example of a municipality's procurement policy is provided for illustrative purposes only, and is not intended to represent, nor does it represent all federal and state procurement requirements. Refer to 2 CFR Part 200.318, 2 CFR 200.319, and 2 CFR 200.320 for guidance on federal procurement standards for grant recipients. The grantee (local or tribal government) must have a written procurement policy in place, which includes the grantee's processes and requirements for procurement and contracting transactions, and is prepared to meet the grantee's specific needs and requirements. When federal and state procurement requirements apply, the grantee must adhere to its local policy as well as applicable federal and state requirements.]

PROCUREMENT POLICY EXAMPLE #2

It shall be the policy that all supplies, materials, and/or services purchased by the Village of Yourville shall be obtained in a manner that is as efficient and economical as possible and procured in a manner that provides to the maximum extent practical, open and free competition.

Operating Supplies and Materials

1. All purchases of operating supplies and materials shall require a purchase order issued from the Village Clerk. Whenever practical the employee and/or department head requesting the purchase shall acquire multiple quotes to ensure that the items are being purchased in the most economic manner. Purchases over \$500 shall require a minimum of three written price quotations. In the event that three quotes cannot be provided sufficient documentation explaining the limited number of suppliers shall be submitted.
 - a. Regular ongoing budgetary purchases may be acquired with one annual purchase order with quotes received annually.
2. All purchases exceeding \$1,500 will require Village Board approval unless in the case of a true bona-fide emergency.

Professional Services

1. Architectural and engineering professional services shall be acquired through a qualifications-based selection process whereby a firm or individual's qualifications are the primary determinant in the execution of a contract with said firm or individual.
 - a. Only after the firm has been selected may a cost be asked of the selected firm/individual. In the event that a fair and reasonable price cannot be negotiated, the Village must select the next highest ranked firm/individual to negotiate with. This will continue until such negotiations result in an executed contract.
2. Other professional services shall be acquired through a process approved by the department head. Contracts exceeding \$5,000 must be approved by the Village Board prior to executing the contract.

Capital Projects

1. Purchase of outlay items, such as vehicles and other equipment shall be subject to competitive bidding. The Village shall issue bid specifications. The Village will select the most responsible and responsive bid price for said items.
2. Public works projects exceeding the Wisconsin statutory amount of \$25,000 will be bid in accordance with Wisconsin State Statutes. Specifications and/or plans and bid documents will be furnished to all requesting same. Notice of bid taking shall be published in the local newspaper of record and an applicable *Yourville Journal*. All bids shall be received by the designated date and time in the mandatory format. All bids will be opened and read at a meeting open to the public. Bids will be reviewed and acted upon by the Village Board. Contracts will be awarded to the most responsible and responsive bidders.
3. The Village maintains the right to reject any and all bid proposals.

General Provisions

1. The Village of Yourville shall make every effort possible to use local business firms and contract with small, minority-owned, and women-owned businesses in the procurement process. The Village shall incorporate these businesses in the solicitation lists, divide procurement requirements when economically feasible to permit maximum participation of such businesses, and require prime contractors, when subcontractors are used to take affirmative steps to select such firms.

2. The Village shall ensure that awards are not made to any party which is debarred or suspended, or is otherwise excluded from or ineligible for participation in federal assistance programs, when federal funds are utilized for a project.

John Doe
John Doe, Village President

November 1, 2024
Date

Chris Smith
Chris Smith, Village Clerk

November 1, 2024
Date

EXAMPLE

[This example of a municipality's procurement policy is provided for illustrative purposes only, and is not intended to represent, nor does it represent all federal and state procurement requirements. Refer to 2 CFR Part 200.318, 2 CFR 200.319, and 2 CFR 200.320 for guidance on federal procurement standards for grant recipients. The grantee (local or tribal government) must have a written procurement policy in place, which includes the grantee's processes and requirements for procurement and contracting transactions, and is prepared to meet the grantee's specific needs and requirements. When federal and state procurement requirements apply, the grantee must adhere to its local policy as well as applicable federal and state requirements.]