

VILLAGE OF BAGLEY
PROCUREMENT (PURCHASING) POLICY
Adopted by Village Board: 3/5/2025

I. PURPOSE

To allow the Village to acquire, on a competitive basis, all goods and services at the best value possible and operate in a manner that maximizes the effectiveness and efficiency of services provided by the Village.

II. PROCEDURES

A. PURCHASING AND CONTRACTING LEVELS

Other than for professional or administrative services as approved by the Board under Section II, H, purchases of and contracts for supplies, materials, equipment, and contractual services shall be based on competitive bids/quotations whenever practical, subject to the following spending guidelines:

1. *Purchases up to \$5,000* may be made by a Department Head, based on the Department procedure and the Department Head's best judgment after such inquiry as may be necessary to ensure that the price obtained is the most advantageous to the Village.
2. *Purchases of \$5,000 or more but less than \$30,000* may be made by a Department subject to approval through that Departments' board or equivalent leadership, as well as approval of the Village President. Purchasing decision should be made with the best judgment after such inquiry as may be necessary to ensure that the price obtained is the most advantageous to the Village. Upon approval, a signed purchase order with pertinent written details is required. Certain purchases, such as vehicles or trailers, which require registration and additional insurance coverage, require approval of the Village Board. Purchases related to events being held defer to that departments' procedure and do not need additional approval from the Village President.
3. *Purchases of \$30,000 or more but less than \$250,000 (other than Public Works Construction Projects)* requires Village Board approval, subject to the requesting Department or Village Clerk/Treasurer providing at least three written competitive vendor quotes. Quotes may include current catalog pricing or internet pricing and shall be in writing, which may include email (but not text) communication. All pertinent details of the quotes should be documented in writing. The Village Board encourages solicitation of quotes from local suppliers. The Village Board when reasonable and while still in compliance with Wisconsin State Statutes, may vote to waive the three written competitive vendor quotes requirement. Upon approval, a signed purchase order with pertinent written details is required. Purchases related to events being held defer to that departments' procedure and do not need additional approvals from the Village Board or Village President.

(Note: All purchases in excess of \$500 shall be authorized by signed purchase orders that set forth the descriptions, quantities, prices, discounts, payment terms, date of performance or shipment, other associated terms and conditions, and identifies a specific seller. A purchase order is not required for the following budgeted expenditures: debt payments, fuel bills, payroll, postage, refunds, utility bills, and emergency building, equipment, and vehicle or general repairs)

4. *Public Works Construction Projects and non-construction purchases exceeding \$250,000.* In accordance with Wisconsin Statute section 61.54, all Public Works Construction Projects for

which the cost is expected to be between \$5,000 and \$25,000 shall be subject to the statutory Class 1 notice publication requirement prior to entering into a contract.

Public Works Construction Projects exceeding the Wisconsin Statutory amount of \$25,000 and non-construction purchases exceeding \$250,000 will be competitively 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 pursuant to Wisconsin Statute section 62.15(3). The bidding and awarding processes are detailed in Wisconsin Statute section 66.0901. All bids and staff recommendations will be submitted to the Village Board for approval.

B. STANDARD CONTRACTS

When the Village has standardized the purchasing of a good or service and has issued standard purchase orders or contracts for these goods or services, such goods or services shall be purchased from the agreed upon vendor for the length of the agreement. Exceptions will be made only when the requisition clearly states the reason for which the standard item is unacceptable.

C. COOPERATIVE PURCHASING

The Village shall have authority to join with other units of government, with quasi-government agencies funded in whole or in part by the Village, and with other purchasing associations in cooperative purchasing plans when the best interest of the Village would be served. Competitively bid cooperative purchasing contracts onto which the Village "piggybacks" are considered to have met competitive requirements, and no additional quotes are necessary. Additionally, if identical products can be obtained at a lower price than current cooperative purchasing contracts, no additional quotes are required.

D. REQUEST FOR PROPOSAL (RFP)

The request for proposal is a method of soliciting information and pricing from a vendor. The RFP procedure may be used when the Village does not have exact specifications or procedures finalized. An RFP may be issued so that vendors can offer suggested processes or services or alternate proposals to be considered by the Village. The RFP process can be used by the Village for public works construction projects that do not exceed \$25,000 or when soliciting professional services or material quotes.

E. EMERGENCY PURCHASES

A Department Head, after consultation with either the Village President or any official Emergency Management Agency, may purchase, in the open market, without filing a requisition or estimate or receiving competitive bids, any supplies, materials or equipment for immediate delivery to meet emergencies arising from unforeseen causes. The following situations constitute an emergency under this provision of the policy:

1. Any situation in which there exists immediate and substantial danger to the health, life, or property of any person or any situation in which there exists potential for increased damage to Village property if the situation is not immediately remedied;
2. Any situation where the normal operation of any Village department is seriously impaired or is in jeopardy of being seriously impaired; or
3. When the Village President declares an emergency.

F. CREDIT CARD PURCHASES

Any purchases with Village authorized purchasing cards or merchant credit accounts shall conform to this policy.

G. LOWEST BID; BEST VALUE

All orders or contracts shall generally be awarded to the lowest priced responsible bidder offering the best value to the Village, taking into consideration the following factors: the quality of the articles to be supplied, conformity with specifications, product compatibility, maintenance costs, vendor support after the purchase, timeliness of production and delivery terms. Except as required by law for public construction contracts in excess of \$25,000, the Clerk's or Village Board's decision as to best value is final. Additionally:

1. Taking price and service into account, the Village shall give due consideration to local vendors.
2. In the event that only one vendor is capable of providing a particular good or service, the Village may waive the competitive quotes procedures in this policy. Written documentation of a determination that a purchase must be made from a sole source vendor must be submitted to the Village Board for approval.

H. PROFESSIONAL SERVICES

The RFP process described in Section II.D. may be used for the procurement of professional services. The Village Board, however, may engage professional service providers including but not limited to, accountants, auditors, attorneys, engineers, grant writers and real estate specialists based on criteria other than or in addition to cost such as recognized expertise in a profession, familiarity with Village operations, or such other factors as the Village Board, in its discretion, determines are relevant to the selection of such providers.

Adopted and approved this 4th day of March 2025.


Chris Traustch, Village President

COUNTERSIGNED:


Shelly Liston, Village Clerk/Treasurer

Date Adopted: 3/5/25
Date Recorded: 3/5/25
Date Posted: 3/11/2025
Date of filing Affidavit: 3/11/2025
Effective Date: 3/5/25