

**RESOLUTION NO. 2020-71**

**RESOLUTION AUTHORIZING THE VILLAGE OF CALEDONIA TO ADOPT A  
PROCUREMENT POLICY THAT WILL ENHANCE THE CURRENT ORDINANCE**

**WHEREAS**, the Village of Caledonia has a current financial policy that covers procurement; and

**WHEREAS**, the Board is desirous of further enhancing the procurement Ordinance for the Village;  
and

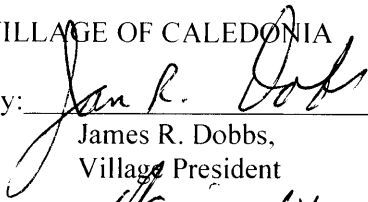
**WHEREAS**, and Legislative & Licensing Committee has reviewed the attached policy and agrees  
that policy will enhance the procurement Ordinance

**NOW, THEREFORE, BE IT RESOLVED** by the Caledonia Village Board that the attached  
policy will enhance the procurement practices and existing Ordinance and recommend adopting the  
procurement policy as written in Exhibit A.

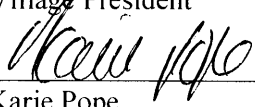
Adopted by the Village Board of the Village of Caledonia, Racine County, Wisconsin, this 17<sup>th</sup>  
day of August, 2020.

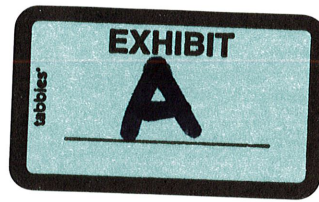
VILLAGE OF CALEDONIA

By: \_\_\_\_\_

  
James R. Dobbs,  
Village President

Attest: \_\_\_\_\_

  
Karie Pope,  
Village Clerk



## PROCUREMENT POLICY

- A. Purpose. This policy is established to further clarify Section 2-4-25 Expenditure Policy of the Village's Code of Ordinances and to implement procurement procedures in preparation for the implementation of the purchasing module within the ERP software system of financial record keeping with an emphasis on the importance of fiscal responsibility. This policy supplements and expands the procedures under Sec. 2-4-25(3) until such a time that Village revises the ordinance after implementation of the purchasing module.
- B. Effective Date. This policy shall apply to all Departments and entities that receive funds from the Village, except for the Central Racine County Health Department which is governed by its own procurement procedures.
- C. Procedure.
1. Initiation. Department staff ("Initiator") shall identify procurement needs as they arise, discuss such needs with the Department head, and perform necessary research to define specifications and identify product(s) that will meet the needs.
  2. Approval and Payment. If a proposed purchase is within the implicated Department's approved budget, Initiator shall take the following steps, depending upon the cost of the proposed purchase. Purchases shall not be divided into smaller increments in order to avoid or circumvent the approval and payment procedures required by this policy.
    - i. Less than \$50:
      1. Obtain prior Department head approval;
      2. If applicable, complete a petty cash form and present to Finance Department.)
      3. Complete the purchase using an authorized Purchasing Card (P-Card), when possible. Regardless of method of purchase, Initiator shall upload all documentation, including quotes received, into the MiView program to document the purchase.
    - ii. \$50 or more, but less than \$3,000:
      1. Obtain prior Department head approval;
      2. Complete the purchase using an authorized P-Card, when possible, or complete a purchase order, attach the supporting documentation, and forward to Finance Department for payment. Regardless of method of purchase, Initiator shall upload all documentation, including quotes received, into the MiView program to document the purchase.
    - iii. \$3,000 or more, but less than \$10,000:
      1. Soliciting quotes from three (3) or more vendors who compete for the business, which may result in meaningful savings for the Village (quotes may be obtained via email, telephone, Internet, or fax). If less than three (3) quotes received, provide

- documentation of solicitation to other vendors;
  2. If obtained, review quote sheet(s) from vendor(s);
  3. Obtain prior Department head approval;
  4. Complete the purchase using an authorized P-Card, when possible (contact Finance Director if the cost exceeds Department head's authorized limit), or, if the vendor will not accept P-Card payment, attach the supporting documentation (including the quotes), and forward to Finance Department for payment. Regardless of method of purchase, Initiator shall upload all documentation, including quotes received, into the miView program to document the purchase.
- iv. \$10,000 or more, but less than \$25,000:
1. Solicit written quotes on vendor letterhead from a minimum of three (3) vendors. If less than three (3) quotes received, provide documentation of solicitation to other vendors;
  2. Review quotes with Department staff and Department head, identifying the lowest quote meeting specifications, and documenting why any lower quotes are not acceptable (e.g., how/why quote does not meet specifications);
  3. Forward quotes to, and obtain prior approval from, Village Administrator;
  4. Forward quotes to, and obtain prior approval from, Finance Director;
  5. Complete the purchase using an authorized P-Card, when possible (contact Finance Director if the cost exceeds Department head's authorized limit), or, if the vendor will not accept P-Card payment, attach the supporting documentation (including the quotes), and forward to Finance Department for payment. Regardless of method of purchase, Initiator shall upload all documentation, including quotes received, into the miView program to document the purchase.
- v. Greater than \$25,000 (Formal Bid or Request for Proposal (RFP) required):
1. Contact the Clerk's Office or Village Attorney to identify the public notice and public bidding timelines;
  2. Department staff/head develops bid or RFP solicitation documents and specifications;
  3. Department staff/head manages and completes the bid or solicitation process;
  4. Department staff/head review and evaluate vendor bids/proposals, and prepare a memorandum to the Village Administrator and Finance Director indicating that an award is recommended;

5. Forward the award memorandum and obtain approval from Village Administrator;
6. Forward the award memorandum and obtain approval from Finance Director;
7. Forward the award memorandum and obtain approval from any Village commission, committee or authority with oversight responsibility (if applicable), the Village Finance Committee and the Village Board.
8. Consult with Finance Director on the method and timeline for payment(s). Complete the purchase using an authorized P-Card, if determined to be the appropriate method (contact Finance Director if the cost exceeds department head's authorized limit), or, if the vendor will not accept P-Card payment, attach the supporting documentation, and forward to Finance Department for payment. A procurement record should be maintained in accordance with State and Village record retention requirements.