

Town of Gordon
Douglas County, Wisconsin

RESOLUTION 2025-01
TOWN PURCHASING POLICY

The Town Board has ultimate authority on all budget expenditures. Under Wisconsin Statutes, no one has any authority to spend town money without prior Town Board approval. Having monies in the town budget for an item, service or equipment does not in itself mean that any town officer or employee has independent authority to spend those monies. However, delegating purchasing decisions to specific persons can improve the efficiency of town operations.

Definitions

"Materials and supplies" include copy paper, stationery, postage, office supplies, cleaning products, bathroom supplies, maintenance materials, equipment repairs and other like and similar items.

"Equipment and capital outlay" or "permanent personal property" includes furniture, furnishings, computers, calculating equipment, small machines, tools and equipment or any other property which customarily has a use life of more than one year.

Spending Authority. The Town Board may authorize specific town employees or officers to make purchases subject to the following:

- a) The purchase of services (including independent contractors) and vehicles shall be subject to prior authorization of the Town Board.
- b) Any purchase that requires the signing of a contract or a lease agreement is subject to the approval of the Town Board and the contract shall be signed by the Town Chairperson and Town Clerk.
- c) Prior to making a purchase, the authorized person shall confirm with the Town Clerk that funds are available and appropriate in the budget for the purpose of the expenditure.
- d) Competitive pricing should be taken into consideration for all purchases.
- e) Purchases less than \$5,000 may be made by an authorized person subject to budget appropriation and availability of funds.
- f) Purchases from \$5,000 up to \$25,000: The authorized person shall obtain at least two competitive quotes from vendors. The purchase shall be subject to Town Board approval by majority vote.
- g) Purchases of \$25,000 or more are subject to Town Board approval by majority vote. The Town Board will determine if the provisions of the public contract law apply. Purchases are subject to a sealed bid or, if exempt from the public contract law, a Request for Proposal (RFP).

Persons Authorized to Make Purchases: The following employees and officers are authorized to make purchases from budgeted appropriations they manage, subject to the spending authority provisions of this policy: Fire Chief, Highway Supervisor, Public Safety Officer, Town Clerk, Town Treasurer, and Town Board Chairperson or Supervisor assigned to oversee a specific program area.

Town Meeting: WI Stat., §60.10(2), provides that the town meeting of electors' exercises specified powers related to purchasing. By resolution, the town meeting may authorize the town board to purchase any land within the town; or, to purchase, lease or construct buildings for the use of the town. If authorized by the town meeting of electors, the decision to purchase, lease, or construct is then subject to Town Board approval by majority vote.

Bidding: Bidding is never required for the purchasing of equipment or for service contracts. When bidding is not legally required, a quote or Request for Proposal would normally be used. If the town puts out a notice asking for "bids" for a service or "bids" for a project that does *not* have to be bid out, the town is essentially telling the public that the bidding rules will apply, and the town must then use a "bid" process and go with the lowest responsible bidder.

Sole-Source Purchasing: Sole source purchasing is acceptable when, after a good faith review of all possible sources, it is determined that there is only one (1) viable source for the material, supply, or service. To be a sole source, a vendor shall have the ability to deliver a unique material or service, have technical expertise or qualifications, the ability to deliver at a particular time, or have the ability to fulfill the needs for a special purpose or situation such as a client choice purchase from a qualified provider.

Purchases from Governmental Units: Materials, supplies, machinery or equipment offered for sale by the State, Federal, County or municipal governments may be purchased without bids. Dollar threshold and approval processes shall be followed.

Public Works Projects: In accordance with Wisconsin Statutes §60.47, public works contracts for construction, execution, repair, remodeling, or improvement of a public work, building or for the furnishing of supplies or materials of any kind, over \$25,000, shall be competitively bid and shall be awarded to the lowest, responsible, responsive vendor without regard to the vendor's location.

Emergency Purchases: The above requirements for public works are not mandatory for the repair or reconstruction of public facilities when damage or threatened damage creates an emergency, as determined by a Town Board resolution, in which the public health or welfare of the Town is endangered. A notice pursuant to Wisconsin Statutes 60.47 (5) must be prepared as required and, in an emergency, the procedure followed as provided in the same section as in effect at any given time.

WTA Reference: An outline dated 1-11-17 from the WTA on requirements for public contracts under State law is attached and made a part of this policy.

Adopted by the Town Board by majority vote this 14th day of January, 2025

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WHEREAS, as the governing body of the Town of Gordon, the Town Board is responsible for setting fiscal and management policies, for making financial decisions, and for setting guidelines that govern the financial practices and procedures that the clerk, treasurer, and Town officials and employees follow.

NOW, THEREFORE, BE IT RESOLVED that the Town Board of Gordon hereby adopts the purchasing policies attached hereto and made a part hereof.

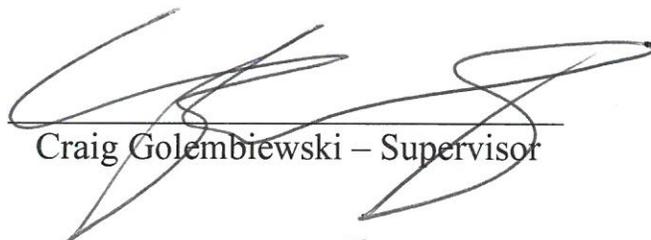
BE IT FURTHER RESOLVED that any policies or practices in effect prior to the date of adoption of this resolution and in conflict herewith are declared void.

BE IT FURTHER RESOLVED that any provision in these policies determined to be inconsistent with law shall be without effect, but the remaining provisions of these polices shall continue in effect.

ADOPTED this 14th day of January, 2025, by a majority vote of the town board with a quorum present and voting proper notice given.



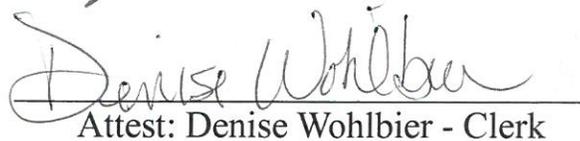
Jen Knutson – Chairman



Craig Golembiewski – Supervisor



Cody Eagle – Supervisor



Attest: Denise Wohlber - Clerk