

<b>\$\$ Cost \$\$ and duration of Contract:</b>	<b>What are you buying?</b>			
	<b>GOODS</b> MGO 4.26(2)	<b>SERVICES</b> MGO 4.26(3), (4)	<b>GOODS &amp; SERVICES</b> MGO 4.26(2), (3), (4)	<b>PUBLIC CONSTRUCTION</b> Wis. Stat. §62.15, MGO 33.07
<b>Under \$10,000 &amp; not more than 5 years</b>	Best judgment/ no competitive process  P-card or PO (do not sign vendor contract)	Best judgment/ no competitive process, No P-card Reso <sup>1</sup> or PO if under \$10,000. (do not sign vendor contract)	Best judgment/ no competitive process, No Reso <sup>1</sup> P-card or PO (do not sign vendor contract)	Public construction ( <i>building, remodeling, concrete work, repairs to public buildings</i> ) <b>up to \$25,000:</b> <b>See City Purchasing.</b>
<b>\$10,000 - \$49,999 total contract price</b> (up to \$49,999 <i>per year</i> if software/tech) <b>AND-</b> not more than 5 years total	Informal solicitation of <b>Quotes</b> No Reso <sup>1</sup>  P-card or <b>PO</b> (Purchase Order)	Informal solicitation of <b>Quotes. POS</b> No Reso <sup>1</sup> (Purchase of Services contract) signed by Purchasing Agent	Informal solicitation of <b>Quotes. POS</b> No Reso <sup>1</sup> (Purchase of Services) contract signed by Purchasing Agent	<b>Public Works over \$25,000:</b> must be formally bid through City Engineering and BPW. See below.
<b>\$50,000 or more, and up to 1 year</b>	<b>Formal Bid</b> No Resolution <sup>1</sup>  <b>PO</b>	<b>Formal RFP = No reso<sup>1</sup></b> <b>If no RFP<sup>2</sup>,</b> must meet 4.26(4) <b>POS</b> and need <b>Contract</b> <b>CC Reso</b> signed by Purch. Agent (mayor/clerk if no RFP per 4.26(4).)	<i>Estimate cost of <b>services and goods</b> separately, then consult City Purchasing for appropriate procedure.</i>	<i>Public Works over \$25,000 go through the Board of Public Works, awarded to lowest bidder, require one or more Resolutions and Mayor/Clerk sign the contract.</i>
<b>Up to 5 years<sup>3</sup> and not more than \$100k / yr.</b>	"	<b>Formal RFP = No reso<sup>1</sup></b> (If no RFP, must meet 4.26(4) <b>POS</b> and <b>Contract</b> need CC signed by Reso.) Purchasing. (mayor/clerk sign if no RFP per 4.26(4).)	<i>Some equipment + maintenance when purchased at the same time, can be purchased as "goods".</i>	
<b>More than 1 year and more than \$100k per year</b>	"	<b>Formal RFP &amp; Reso.</b> if no RFP, must meet 4.26(4) <b>POS</b> <b>Need CC Contract</b> <b>Reso.</b> Mayor/clerk sign contract.	<i>See MGO 4.26(2).</i>	
<b>More than 5 years, any price</b>	N/A	<b>Formal RFP &amp; Reso.</b> If no RFP, meet <b>POS</b> 4.26(4). <b>Contract,</b> <b>Reso.</b> Mayor/clerk sign contract.		

<sup>1</sup> "No reso" means Council resolution not needed and Purchasing can sign contract. Presumes \$\$ in budget.

<sup>2</sup> "No RFP" means not competitively selected through any approved method (RFP, piggyback, purchasing consortium, etc.)

<sup>3</sup> Include any optional renewal periods in counting the total number of years. (3 years + 2 renewals = 5 years total.)