

<b>\$\$ Cost \$\$ and duration of Purchase:</b>	<b>What are you buying?</b>			
	<b>GOODS</b> MGO 4.26(2)	<b>SERVICES</b> MGO 4.26(3), (4)	<b>COMBO GOODS &amp; SERVICES</b> MGO 4.26(2), (3), (4)	<b>PUBLIC CONSTRUCTION</b> Wis. Stat. §62.15, MGO 33.07
<b>Under \$5,000</b>	Best judgment/ no competitive process req'd P-card or LPO	Best judgment/ no competitive process req'd P-card or LPO	Best judgment/ no competitive process req'd P-card or LPO	Best judgment/ no competitive process req'd P-card or LPO
<b>\$5,000 - \$25,000</b>	Informal solicitation of <b>Quotes</b>  P-card or <b>PO</b> (Purchase Order)	Informal solicitation of <b>Quotes</b> + <b>POS</b> (Purchase of Services contract) signed by Purchasing Agent	Informal solicitation of <b>Quotes</b> + <b>POS</b> (Purchase of Services) contract signed by Purchasing Agent	<i>See Purchasing for Public Construction (building, remodeling, repairs to public buildings) in this price range.</i>
<b>More than \$25,000 and up to 1 year</b>	<b>Formal Bid</b>  No Resolution  <b>PO</b>	<b>Formal RFP</b> unless exempt <b>PO</b> per 4.26(4). + <b>POS</b> If exempt, <b>Contract</b> need <b>CC</b> signed by Reso. Purch. Agent (mayor/clerk if exempt per 4.26)	<i>Estimate cost of both <b>services and goods</b>, then consult City Purchasing for appropriate procedure. (Some equipment + maintenance can be purchased as "goods". See MGO 4.26(2).)</i>	<i>Public Works over \$25,000 go through BPW, awarded to lowest bidder, require a Resolution and Mayor/Clerk sign the contract.</i>
<b>\$25-\$50,000 and up to 3 years</b>	"	<b>Formal RFP</b> unless exempt <b>PO</b> per 4.26(4). + <b>POS</b> If exempt, <b>Contract</b> need <b>CC</b> signed by Reso. Purch. Agent (mayor/clerk sign if exempt)	<i>Estimate cost of both <b>services and goods</b>, then consult City Purchasing for appropriate procedure. (Some equipment + maintenance can be purchased as "goods". See MGO 4.26(2).)</i>	<i>Public Works over \$25,000 go through BPW, awarded to lowest bidder, require a Resolution and Mayor/Clerk sign the contract.</i>
<b>More than 1 year and more than \$50k per year</b>	"	<b>Formal RFP</b> unless exempt <b>PO</b> per 4.26(4). + <b>POS</b> <b>Need CC</b> <b>Contract</b> <b>Reso.</b> Mayor/clerk sign contract.	<i>Estimate cost of both <b>services and goods</b>, then consult City Purchasing for appropriate procedure. (Some equipment + maintenance can be purchased as "goods". See MGO 4.26(2).)</i>	<i>Public Works over \$25,000 go through BPW, awarded to lowest bidder, require a Resolution and Mayor/Clerk sign the contract.</i>
<b>More than 3 years, any price</b>	N/A	<b>Formal RFP</b> unless exempt <b>PO</b> per 4.26(4). + <b>POS</b> <b>Need CC</b> <b>Contract</b> <b>Reso.</b> Mayor/clerk sign contract.	<i>Estimate cost of both <b>services and goods</b>, then consult City Purchasing for appropriate procedure. (Some equipment + maintenance can be purchased as "goods". See MGO 4.26(2).)</i>	<i>Public Works over \$25,000 go through BPW, awarded to lowest bidder, require a Resolution and Mayor/Clerk sign the contract.</i>