

\$\$ Cost \$\$ and duration of Contract:	What are you buying?			
	GOODS MGO 4.26(2)	SERVICES MGO 4.26(3), (4)	GOODS & SERVICES MGO 4.26(2), (3), (4)	PUBLIC CONSTRUCTION Wis. Stat. §62.15, MGO 33.07
Under \$10,000 & not more than 5 years	Best judgment/ no competitive process P-card or PO (do not sign vendor contract)	Best judgment/ no competitive process, No P-card Reso ¹ or PO up to \$5000. POS \$5,001-10k (do not sign vendor contract)	Best judgment/ no competitive process, No Reso ¹ P-card or PO (do not sign vendor contract)	Public construction (<i>building, remodeling, concrete work, repairs to public buildings</i>) up to \$25,000: See City Purchasing.
\$10,000 - \$49,999 total contract price (up to \$49,999 <i>per year</i> if software/tech) AND- not more than 5 years total	Informal solicitation of Quotes No Reso ¹ P-card or PO (Purchase Order)	Informal solicitation of Quotes. POS No Reso ¹ (Purchase of Services contract) signed by Purchasing Agent	Informal solicitation of Quotes. POS No Reso ¹ (Purchase of Services) contract signed by Purchasing Agent	Public Works over \$25,000: must be formally bid through City Engineering and BPW. See below.
\$50,000 or more, and up to 1 year	Formal Bid No Resolution ¹ PO	Formal RFP = No reso¹ If no RFP², must meet 4.26(4) POS and need Contract CC Reso signed by Purch. Agent (mayor/clerk if no RFP per 4.26(4).)	<i>Estimate cost of services and goods 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>
Up to 5 years³ and not more than \$100k / yr.	"	Formal RFP = No reso¹ (If no RFP, must meet 4.26(4) POS and Contract 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>	
More than 1 year and more than \$100k per year	"	Formal RFP & Reso. if no RFP, must meet 4.26(4) POS Need CC Contract Reso. Mayor/clerk sign contract.	<i>See MGO 4.26(2).</i>	
More than 5 years, any price	N/A	Formal RFP & Reso. If no RFP, meet POS 4.26(4). Contract, Reso. Mayor/clerk sign contract.		

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

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

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