

 MIDDLETON POLICE DEPARTMENT	DATE December 19, 2012	POLICY 1.5.01
SUBJECT: Purchasing	REVIEWED November 22, 2017	

Refer to: [Ordinance Chapter 3, City Purchasing Guidelines](#)
History: 12/2012, 11/2014
[WILEAG \(5th Ed.\) Standards](#): 1.5.1; 1.8.1

PURPOSE

The purpose of this policy is to establish sound business procedures for the requisition and purchase of equipment, supplies and services.

POLICY

Department personnel shall purchase equipment, supplies, and services using standardized purchasing procedures as set forth in the City Purchasing Guidelines and this policy.

Procedure

Procurements will normally be made through the Administrative Services Office Manager, and approved by the Chief of Police or his or her designee. Sufficient information to prepare necessary documents and secure approval should be supplied. Approved purchases may be made by Purchase Order, Voucher, Department Credit Card, through a standing account, from a local merchant or by cash.

Authorizations

The Captain assigned to the training function, and the Communication Center Supervisor, are authorized to approve training expenses (fees, materials, personnel costs, travel, lodging, meals) within the limits of the approved training budget.

The Investigative Services Commander shall authorize all transactions and maintain the cash fund for the purposes of investigating drug related crimes. All transactions shall be documented through the handwritten receipt and ledger entry process including the following information: transaction date, persons involved, amount, and reason for the transaction.

When the nature of or need for an immediate purchase makes the normal procurement procedure impracticable the following authorizations apply:

- A. A Division Commander (Captain), Administrative Office Manager, or Project Manager may, after considering account balances, approve purchases under \$500.
- B. A Unit Commander or Shift Commander is authorized to approve purchases up to \$50.
- C. Line employees may make purchases on-line, with a department issued credit card, through a vendor account, or from a local merchant only when expressly authorized to do so by a Supervisor.

- D. With supervisory approval, employees may obtain petty cash in the amount of \$10 or less for nonstandard incidental expenditures requiring cash, parking fees for example. Petty cash shall be obtained from an employee authorized to enter a cash drawer, a petty cash form shall be completed, and a receipt (if any) should be subsequently attached to the petty cash form or submitted to the Office Manager.
- E. Employees may submit receipts for reimbursement of approved expenses.

When purchases are made without a Purchase Order, including Credit Card Purchases and on-line orders, a receipt and documentation identifying the date, vendor, amount, item, purpose, purchaser, and person authorizing shall be promptly submitted to the Office Manager for processing.

All bills, invoices, demands for payment, and receipts shall be promptly submitted to the Office Manager for processing, and submittal for approval and payment.

Quotes

The City Purchasing Guidelines require quotes for purchases of articles, goods, wares, merchandise and material services valued at \$500 or more. (Please see City Purchasing Guidelines).

Staging of Purchases

The staging of purchases to avoid bidding procedures or authorization limits is prohibited.

Open (Blanket) Purchases

Open procurement can be used when very similar goods or services are purchased frequently during the year. Generally, the individual purchases are small in relation to the total amount authorized, for example office supplies. Quotes and approvals must be obtained annually using the same criteria as for a single item purchase.

Verbal Quotes

A verbal quote from at least three qualified vendors documented on a quote form is required for purchases valued between \$500 and \$3,000.

Informal Written Request for Quotes

An informal written request for quotes (RFQ) shall be sent to at least three qualified vendors for purchases valued between \$3,000 and \$10,000. There is no requirement that three quotes be received. Vendors may respond either verbally or in writing. Verbal responses shall be documented on a quote form and written responses attached to the quote form. The Chief may decide to require RFQ's for purchases under \$3,000.

Formal Written Request for Quotes

A formal written request for quotes (RFQ), reviewed by the Chief and approved by the City Administrator, shall be published in the City's official newspaper as a Class 1 Notice for all purchases valued at \$10,000 or more. In addition, the RFQ may be sent directly to any known qualified vendors. (Please see City Purchasing Guidelines.)

Cooperative Purchasing

The City Purchasing Guidelines authorize the Department to enter into cooperative purchasing arrangements with other governmental entities without separate competitive bidding by the Department if a governmental agency has solicited bids and awarded a contract for services or materials which the Department desires to obtain, and participation in such a purchase is agreeable to the bidder awarded the contract and the Department finds that participation in such group purchasing agreement is for the benefit of the Department.

Sole Source Purchasing

A contract may be awarded without competition when the City Administrator and Chief of Police determines in writing, after conducting a good faith review of available sources, that there is only one source for the required articles, goods, wares, merchandise and or services. The City Administrator or Chief of Police or their designee shall conduct negotiations, as appropriate, as to price, delivery and terms. A statement of the basis for the sole source determination shall be placed in the contract file.

Local Preference

Purchasing goods and services from local vendors is desired because it stimulates the local economy and recognizes that our local vendors are valued members of our community. If factors such as price, quality, previous performance, and availability are equal among vendors, a vendor whose business is located in Middleton should be awarded the contract.

Emergency Purchases

Notwithstanding any other provisions of this policy, the Department may make emergency purchases of equipment, supplies and services when there exists a threat to public health, welfare, or safety; provided that such emergency purchases shall be made with such competition as is practicable under the circumstances. A written determination of the basis for the emergency and for the selection of the particular contractor shall be documented.

Contract Review

Significant purchases and/or services (“significant” shall be determined by the Chief of Police and/or City Administrator) that require contracts shall be conducted using appropriate written agreements to govern the provisions or receipt of contractual service by the Department. The contract or written agreement shall be forwarded to and reviewed by the City Attorney’s Office and then approved by the Common Council prior to the purchase of such goods and/or services.

Gifts and Unauthorized Purchases

City employees, officers or officials are not entitled to any special consideration from vendors and merchants in their personal affairs nor are such city employees, officers, or officials to attempt to procure materials for the personal use of any other person. City employees, officers or officials shall not solicit gifts, or accept gifts except for those items that can be shared by all staff such as food and flowers. Except for emergencies or other authorized exemption, no purchases shall be made without specific authorization as outlined in this policy. The person ordering the unauthorized purchase may be held personally liable for the costs of the purchase or contract.