

ORDINANCE NO. 06-19 (2019)

AN ORDINANCE UNDER CITY OF WAUPACA CHAPTER 3, FINANCE AND TAXATION, SECTION 3.05 PURCHASES, APPROPRIATIONS AND PAYROLLS, AMENDING CHAPTER 3.05

The Common Council of the City of Waupaca do ordain as follows:

SECTION 1. Chapter 3.05(1) is hereby amended to include the following sentence at the end. “Cooperative purchasing agencies or other government purchasing programs may be utilized in lieu of three (3) written quotes or proposals.”

SECTION 2. Chapter 3.05(5)(d) is hereby created to read as follows:

For all capital expenditures included in subsections (a), (b), and (c) cooperative purchasing agencies or other government purchasing programs may be utilized in lieu of three (3) written quotes or proposals.

SECTION 3. Chapter 3.05(6) is hereby renumbered to Section 3.05(7).

SECTION 4. Chapter 3.05(6) is hereby created to read as follows:

For the procurement of Professional Services, the City will follow a “Professional Services Procurement Policy” as approved by the City Council on April 19, 2005.

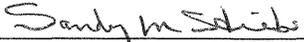
SECTION 5. This ordinance shall be effective upon adoption and publication according to Law.



Brian Smith, Mayor

Adopted: September 3, 2019
Approved: September 3, 2019
Published: September 12, 2019

ATTEST:



Sandy M. Stiebs, City Clerk

City of Waupaca, Wisconsin
Professional Services Procurement Policy

Adopted April 19, 2005

It is the intent of this document to establish a policy outlining a process that obtains the best value of professional services for the city at the least amount of cost.

The process as outlined below will require city staff to select and recommend a firm and justify why that firm was selected, either by identifying value savings to the city by selecting that firm or by a process of comparing submitted proposals. It is understood that in some situations it may be the most beneficial to the city to select a firm that has done previous work with the city or has an expertise in that field of work, while in other situations it may be in the best interest of the city to request proposals from several firms for comparison.

City staff, in selecting and recommending a firm for the procurement of professional services (i.e. consulting engineer, architect, accountant, realtor, appraiser, planning consultant, auditor, attorney, etc...), shall consider the following items:

- Previous work/services performed on similar projects with the city
- Previous work/services provided to the city in general
- Continuity of services being provided to the city
- Working relationship with firms personnel
- Geographic proximity of firm to the city
- Expertise in requested field of work/services
- Project timetable
- Work/service fees
- Dollar value of work/services
- Any other parameters that could provide value to the city

In recommending a professional service agreement by city staff to the Common Council or applicable boards/committees, city staff shall identify in writing the specific benefits that the city is expected to realize by the selection of that firm or firms and the method of selecting that firm.