

What is being purchased?	Cost	Duration of Contract	Competitive Selection & Resolution?	PO or Contract & Who Signs
Goods MGO 4.26(2)	Up to \$25,000	N/A - most goods are purchased with a PO as a one-time purchase. If buying goods & services, see below.	Best judgment / No competitive process No resolution.	P-card or PO <i>Do not sign vendor contracts</i>
	\$25,001 - \$75,000		Informal solicitation of quotes No resolution.	P-card or PO
	More than \$75,000		Formal Bid No resolution. <i>(If not competitively selected, need Resolution)</i>	PO
Services MGO 4.26(3), (4)	Up to \$25,000	Up to 5 years	Best judgment No competitive process No resolution.	P-card or PO <i>Do not sign vendor contract</i>
	\$25,001 - \$75,000 <i>(up to \$75,000 per year if software / tech)</i>	Up to 5 years	Informal solicitation of quotes. No resolution	POS contract signed by Finance - Procurement Supervisor
	More than \$75,000	Up to 1 year	Formal RFP* (no reso) <i>If no RFP, meet 4.26(4) and need CC Resolution</i>	If RFP - POS contract signed by Finance. <i>No RFP - Mayor/clerk** sign per 4.26(4)</i>
	Average of less than \$100,000 per year	Up to 5 years	Formal RFP* (no reso) <i>If no RFP, meet 4.26(4) and need CC Resolution</i>	If RFP - POS contract signed by Finance. <i>No RFP - Mayor/clerk** sign per 4.26(4)</i>
	Average of more than \$100,000 per year	More than 1 year but not more than 5 years	Formal RFP* & Resolution <i>If no RFP, meet 4.26(4) and need CC Resolution</i>	POS contract <i>Mayor/Clerk** sign all contracts</i>
	Any price	More than 5 years	Services of more than 5 years require a resolution at any price.	POS contract <i>Mayor/Clerk** sign all contracts over 5 years.</i>
Goods & Services MGO 4.26(2), (3), (4)	Up to \$25,000	Not more than 5 years	Best judgment No competitive process	P-card or PO <i>Don't sign vendor contract</i>
	\$25,001 - \$75,000 <i>(up to \$75,000 per year if software / tech)</i>	Not more than 5 years	Informal solicitation of quotes No resolution needed	POS contract signed by Finance Procurement Supervisor
	More than \$75,000	Up to 1 year	Estimate cost of services and goods separately, then consult City Purchasing for appropriate competitive selection and contract procedure.	
	Average of less than \$100,000 per year	Up to 5 years		
	Average of more than \$100,000 per year	More than 1 year		
	Any price	More than 5 years		
Public Construction Wis. Stat. §62.15, MGO 33.07	Up to \$25,000	N/A	See City Purchasing	
	More than \$25,000	N/A	Public Works over \$25,000 go through the Board of Public Works, must be awarded to the lowest bidder, require one or more resolutions, use a special contract form that must be signed by the Mayor/Clerk.	

*RFP = Request for Proposals, or another competitive selection process approved by the Finance Director/Purchasing, such as piggybacking off a competitively selected State contract or buying through a purchasing consortium. See MGO 4.26(3)(b).

**Contracts to be signed by the Mayor/Clerk must be fully "routed" so they are reviewed and/or signed by Clerk, DCR, Risk, Finance, and City Attorney before reaching the Mayor's office for signature.

MGO 4.26(4) – exceptions to RFP or competitive selection for services:

- Public exigency
- No acceptable bids received
- Service only available from one person or firm ("true sole source")
- University, college, educ.inst
- Attorney/legal services
- Service fees established by law or professional code
- Same consultant in past & economical to use them again