

TITLE 8

Procurement

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Chapter 1 **Travel and Training Expense**

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Sec. 8-1-1 Purpose.

This Ordinance is adopted to establish general policies, rates, and allowable expenses associated with travel and training. Details and procedures on the implementation of this Ordinance are contained in the Columbia County Procurement Manual, as is approved by the Finance Committee and administered by the Accounting Department. The Columbia County Executive Committee shall be informed of all changes.

Sec. 8-1-2 Persons Eligible.

Members of the County Board, County officials, members of Committees, Boards and Commissions, Department Heads, and such other employees or individuals, as are expressly authorized by their respective Department Heads, Governing Committee, or the County Board Chair.

Sec. 8-1-3 Auto Travel.

- (a) **Reimbursement Rate.** Persons eligible shall be reimbursed for automobile travel at the rate established in sec. 8-1-10. All such travel shall be by direct route.
- (b) **Parking Costs.** Eligible persons shall receive full reimbursement for parking charges outside Columbia County upon presentation of a receipt or actual cost expended on parking.
- (c) **Automobile Insurance.** Persons seeking reimbursement for travel are required to have adequate automobile liability insurance coverage.

Sec. 8-1-4 Public Transportation.

Authorized travel by plane, train or bus can be paid for by using a County procurement card (P-Card). If a P-Card has not been issued, reimbursement can still be made, as provided in the Columbia County Procurement Manual.

Sec. 8-1-5 Lodging Expense.

- (a) **Allowable Rates.** Actual and reasonable expenses will be allowed for lodging, not to exceed the State of Wisconsin rate, except in the event that County officials and personnel are lodging at a convention site. The Accounting Department has the authority to approve a higher rate, as provided in the Columbia County Procurement Manual.
- (b) **Additional Person Attendance.** In the event that an additional person shares a room with an eligible person, payment shall be made only on the basis of the single room rate.
- (c) **Distance Requirement.** Lodging expense within a forty-five (45) mile radius of the County seat is not allowed. Exceptions can be made through a written request to the County Board Chair.
- (d) **Night Prior to Conference.** Lodging for the night prior to a conference or training will only be approved in the following situations.
 - (1) Distance to the conference is over sixty (60) miles from the County seat and the conference or training begins earlier than 9:00 a.m.
 - (2) An eligible person is participating in a night meeting prior to the beginning of the conference or is on the committee presenting the conference.
- (e) County Board Supervisors shall adhere to the Standing Rules for allowability of overnight stays associated with conferences.

Sec. 8-1-6 Meals.

Eligible persons shall be reimbursed for meals purchased while on County business outside Columbia County. Reimbursement shall be at the rate established in sec. 8-1-10.

Sec. 8-1-7 Conventions and Conferences.

- (a) **County Board Members.** Attendance must be in the Budget or approved by the County Board Chair. Per Diem and travel expenses are allowed.
- (b) **Department Heads, Employees, and Other Representatives.**
 - (1) Attendance must be in the Budget or approved by the Governing Committee.
 - (2) At no time shall all staff within a Department be allowed to attend the same conference. Exceptions may be authorized by the County Board Chair.
 - (3) Travel expenses are allowed.

Sec. 8-1-8 Other Training.

(a) **School Expenses.**

- (1) No person shall attend school for which college credits are earned on County time. Such schooling shall be on employee time, unless prior approval is obtained from the Governing Committee and the Human Resources Committee. Tuition shall be paid by the employee unless it is included in the Department Budget or approved by the Governing Committee and Finance Committee.
- (2) No person shall attend other schooling for which tuition is to be reimbursed unless the cost of the class is included in the Budget. The Department Head or employee must submit documentation indicating successful completion of the course at the time that reimbursement is requested.

(b) **Out of State.** Out of State training must be part of the approved Budget or advance approval must be obtained from the Governing and Finance Committees.

Sec. 8-1-9 Out of State Travel.

Out of state travel not related to conventions, conferences, or trainings must be part of the approved Budget or advance approval must be obtained from the Governing and Finance Committees.

Sec. 8-1-10 Reimbursement Schedule.

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|---------|----------------------------------------------------------------------------|
| Mileage | Current IRS Rate |
| Meals | \$15.00 Maximum for meals with no overnight stay |
| | \$30.00 Maximum for all meals in a day with an overnight stay |
| | Meal reimbursement is to include applicable sales tax and gratuities |

Chapter 2 Purchasing

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Sec. 8-2-1 Authority.

This Ordinance is created pursuant to the authority provided under applicable Federal and State laws and the Wisconsin Administrative Code, as amended from time to time, and shall be construed consistent with all applicable State Statutes, rulings and regulations governing counties, as well as the Columbia County Board Standing Rules.

Sec. 8-2-2 Purpose.

The purpose and intent of this Ordinance is to:

- (a) Clarify the laws and processes applicable to Columbia County Purchasing.
- (b) Define the administration of all functions relating to procurement.
- (c) Ensure the fair and equitable treatment of all persons/entities involved in the procurement and purchasing process.

Sec. 8-2-3 Coverage.

Unless specified otherwise herein, or as designated by law to follow another procedure, this Ordinance shall apply to all expenditures of public funds, regardless of source, including State and Federal assistance moneys, and to any contract whereby the County is to receive goods, materials, tangible commodities, services, equipment, or property.

Sec. 8-2-4 Administration.

The provisions of this Ordinance and any regulations adopted hereunder shall be administered, supervised and enforced by the Accounting Department, with policy and procedure review by the Finance Committee. The Columbia County Executive Committee shall be informed of all changes. A County Procurement Manual shall be in effect, that ensures compliance with the terms of this Ordinance and on-going administrative, financial and legal review of all contract documents entered into on behalf of Columbia County.

Sec. 8-2-5 General Procurement Policy.

Purchase Limitations. All purchases shall be made in accordance with the budgetary line item appropriations as established by the County Board for the operation of respective County Departments. The responsibility for adhering to existing line item appropriations rests with the Department Head.

Sec. 8-2-6 Purchasing Procedure.

- (a) **Category I Purchases.**
 - (1) All public work, as defined under State Statutes and including any contract for the construction, repair, remodeling or improvement of any public work, building, or furnishing of supplies or material of any kind where the estimated cost of such work exceeds \$25,000.
 - (2) An official sealed bidding process is required. Purchases shall be let by contract to the lowest responsible bidder in accordance with Wis. Stats. § 66.0901(2), except that the County Board may by a three-fourths (3/4) vote of all members entitled to a seat provide that any class of public work or any part thereof may be done directly by the County without submitting the same for bids.
- (b) **Category II Purchases.**
 - (1) All public work, as defined under State Statutes and including any contract for the construction, repair, remodeling or improvement of any public work, building, or furnishing of supplies or material of any kind where the estimated cost of such work is between \$5,000 and \$25,000.
 - (2) Purchases shall be let to the most advantageous bidder.
 - (3) Class 1 notice under Wis. Stats., ch. 985, must be given before a contract is entered into with a person qualified as a bidder under Wis. Stats. § 66.0901(2).
- (c) **Category III Purchases.**
 - (1) Goods and nonprofessional services where the estimated cost exceeds \$25,000 and not specifically exempted in this Ordinance.
 - (2) An official sealed bidding process is required. Purchases must be awarded to the most advantageous bidder after requesting invitations for bids through public notice by publication.
- (d) **Category IV Purchases.**
 - (1) Goods and nonprofessional services where the estimated cost is between \$5,000 and \$25,000 and not specifically exempted in this Ordinance.
 - (2) Purchasers must solicit a minimum of (3) written quotations from vendors dealing with the supplies, merchandise, services.
 - (3) Purchases shall be let to the most advantageous bidder.
- (e) **Category V Purchases.**
 - (1) Goods and nonprofessional services where the estimated cost is at least \$1,000 but less than \$5,000 and not specifically exempted in this Ordinance.
 - (2) Purchases must have two (2) or more documented quotations.
- (f) **Category VI Purchases.**
 - (1) Goods and nonprofessional services where the estimated cost is less than \$1,000 and not specifically exempted in this Ordinance.
 - (2) When applicable, documented quotes are encouraged.
 - (3) Purchases may be made directly by the Department from approved vendors.
 - (4) Established Contracts: No Category VI purchases are permitted where equivalent products or services are already available under a master contract or purchase order, without prior Accounting Department review and approval.
EXAMPLE: Office Supplies County Contract
- (g) **Special Purchases & Provisions.**
 - (1) **Highway.** This section does not apply to contracts related to highway construction and maintenance that the Highway Committee or County Highway Commissioner are authorized by law to let or make directly pursuant to Wis. Stats. § 83.035.
 - (2) **Health & Human Services Contracts.** The County Health & Human Services Department shall purchase services in accordance with the procedures as set forth in Wis. Stats. § 46.036.

- (3) **Other.** The following types of purchases shall follow provisions as detailed in the County Procurement Manual.
- Sole Source Purchases
 - Emergency Purchases
 - Purchase of Used Equipment
 - Purchases from State Issued Contracts
 - Purchases from Another Unit of Government
 - Purchases of Professional Services
 - Purchases of Technology Equipment
 - Purchases Made with Proceeds of Grants or Gifts

Sec. 8-2-7 Ethics in Public Purchasing.

All applicable sections of the Columbia County Code of Ethics shall be complied with.

Acceptance of gifts or gratuities, other than advertising novelties of nominal value, is strictly prohibited. No employee or official shall become obligated to any vendor, and shall not conduct any County transaction from which he/she may personally benefit.

Purchases by the County for the personal use of an employee or official are prohibited even if reimbursement is made to the County for the cost of the purchase.

The County shall not make purchases of goods or services from County employees or officials, without prior Governing Committee and County Board Chair approval.