

Purchasing Policies and Procedures Manual: A General Guide When Doing Business With Rock County



**Rock County Department of Finance
OCTOBER 2013**

Table of Contents

	<u>Page #</u>
Purpose and Application:	3
I. Using Department Responsibilities:	4
II. Purchasing Cycle: A Guide to Using Departments:	6
a. Office Supply Requisitions:	6
b. Requisitions of Items Values at \$500.00 or Greater - - Regular Purchases and Pre-Approved Encumbrances:	7
III. Purchasing - Non-Budgeted Capital Items:	8
IV. Emergency Purchases:	9
V. Purchasing - Partial Orders and Cancellations:	10
VI. Role and Responsibility of the Finance Committee and Purchasing Staff:	11
VII. Procedure for Competitive Bids - Generally:	12
a. Public Works projects and purchases of goods exceeding \$10,000:	13
VIII. Competitive Sealed Quotations and Proposals:	16
IX. Professional Services and Related Requests for Proposals:	17
X. Special Purchases and Exemptions:	19
XI. Rock County Auction	20
XII. Definition of Terms	21
XIII. General Conditions	24
<hr/>	
Appendix A: Rock Haven	27
Purchasing Policies and Procedures:	
Appendix B: Developmental Disabilities Board and Human Services Department	28
Purchase of Services Contracts:	
Appendix C: Department of Public Works	29
Purchasing Policies and Procedures:	
Appendix D: Information Technology	31
Purchasing Policies and Procedures:	
<hr/>	
<hr/>	

Disclaimer: Nothing in this manual is intended to create any rights or remedies by third parties against the County of Rock.

Purpose: This manual is designed to assist departments with the management of purchasing processes as County funds are expended for materials, supplies, equipment and contractual services. The manual is directly addressed to all County officers and employees. It is also intended to describe the County's procurement policy and procedures to county taxpayers and vendors. It should be considered a guide by persons acting for the County in obtaining all needed goods and services at the lowest possible cost, while being consistent with suitable quality and time of performance expectations. This is accomplished in part through the enhancement of competition on the basis of fair opportunity and equitable treatment.

Application: This manual outlines the purchasing policies and procedures to ensure compliance with the County Purchasing Ordinance and defines a department's responsibilities in the process of purchasing goods and services. The information presented should help you understand the purchasing role and its relationship to your job. It is important that you be familiar with the material in this manual so that you avoid any delays or other problems that may arise in the purchasing process.

Please note that certain departments of Rock County government are directly involved in procurement of specialized goods and services. As such, while they are required to follow the requirements of the County Purchasing Ordinance, their processes and procedures may vary from the standards. Therefore, if you anticipate doing business with Rock Haven, Department of Human Services, Developmental Disabilities Board, Information Technology or Department of Public Works it is critical that you review the specific chapter of this document detailing their processes and procedures.

Section One: Using Department Responsibilities

The successful operation of the purchasing system requires a commitment by all involved parties to work in partnership. That partnership is possible if responsibilities and expectations are clearly delineated. The purpose of this section of the manual is to provide you as using departments and staff with a helpful guide to your responsibilities in partnership with the Purchasing Division and the vendor community at-large.

1. **Communicate the Department's Needs:** The department's needs must be communicated to the Purchasing Division in order to begin the purchasing process. This communication is most often best accomplished by completing a purchase requisition.

2. **Understand the Purchasing Cycle:** A step by step explanation of the purchasing cycle along with Purchasing Division responsibilities is contained in the next section of this manual. Take the time to read that section so that you develop a complete understanding of how your role and responsibilities match with the Purchasing Division.

3. **Importance of Adequate Lead Time:** Plan your purchasing needs so that "rush" orders or emergency orders will be unnecessary. Anything can be purchased quickly, but in almost all situations, this practice is expensive. Adequate solicitation time is an essential element of good purchasing procedures.

The Requisition you prepare must be received by Purchasing far enough in advance of the date you need something so that vendors may be solicited and allowed sufficient time to contact their sources for prices. The Purchasing staff needs time to evaluate the responses received. Remember too, that your request is only one of many received each day in the Purchasing Office.

Remember, Purchasing staff will get the prices, proposals, etc. It is not your responsibility to obtain quotations, proposals or prices unless you are asked to do so by Purchasing staff. You should contact Purchasing for "Ball Park" prices for budgeting purposes. Purchasing may ask for your assistance in obtaining "Ball Park" pricing for proposals.

4. **Complete Information:** It is critical that you supply complete and accurate information on or with the Requisition so that you receive what is intended and receive it when and where it is intended.

5. **Vendor Contacts:** Vendor representatives should schedule an appointment with the Purchasing Office to review proper procedure. Vendor representatives are allowed to visit with user departments when appropriate. Be aware, though, that only the Purchasing Division is authorized to negotiate procurement contracts and finalize the purchase of goods and services. Copies of all correspondence between you as a user department, and vendors must be sent to the Purchasing Office. The key to remember is that the sooner Purchasing is informed of your needs, discussions, etc. the better the process will work for all partners to the process.

6. **End of the Year Purchases:** Rock County has a strong and positive reputation for prudently managing our finances and effectively planning our purchases of goods and services. In other words, we only buy what we truly need. It is important that you as a user department plan your needed purchases to insure receipt in hand of goods or services by no later than the last day of business in December. In this manner we can appropriately charge off the expense to your current year's budget.

7. **Requisition, Encumbrance, Delivery and Prompt Payment - Order, Receipt and Acceptance of Supplies, Services, or Construction:** At the time that you requisition goods or services and Purchasing has established a firm price for the order, funding you have identified from your budget is encumbered. Those dollars are no longer available for any other purpose unless the order is canceled and the monies are released by the Purchasing staff. At the time the goods or services purchased are actually received and the bill paid, the encumbrance becomes an actual charge against your budget. You must promptly notify the Accounts Payable staff of receipt and acceptance of an order by submitting the signed **original** invoice. Vendors are entitled to payment within sixty (60) days as stated on the Purchase Order or contract. It is important though, to process the invoices promptly in order to take advantage of early payment discounts and prompt payment to encourage vendor competition. If a vendor is not performing as agreed upon or if there is any question regarding invoicing, Purchasing staff must be contacted immediately.

8. **Inspection and Performance:** Users shall notify Purchasing staff of damages or other errors or defaults upon receipt and inspection of supplies or equipment. Users must immediately notify Purchasing staff of unsatisfactory performance of contracts.

9. **Ethics:** County staff involved in the purchasing process shall not be personally or financially interested, or in any manner connected either directly or indirectly with, any contract or bid for the furnishing of supplies or articles or equipment of any kind, to any of the departments of Rock County. Neither shall County staff accept or receive any compensation or gratuity, directly or indirectly, from any person, firm, or corporation to whom any contract may be awarded, or has been awarded, by rebate, gift, or otherwise.

10. **Purchase Order Numbers:** User agencies are advised that assigned Purchase Order number(s) should appear on all invoices for processing of payments.

11. **Other Delegated Duties:** Employees may be asked to perform other purchasing related duties from time to time in order to facilitate the purchasing process. Working together cooperatively and in partnership will facilitate a successful purchasing process.

Section Two: The Purchasing Cycle Guide for User Departments

Shown below is a series of tables, which depict the process of office supply requisitions, general purchases, emergency purchases, and the handling of partial orders and cancellations. Each table provides for a designation of the responsible party and action steps to be taken sequentially to effect a completed purchasing cycle.

OFFICE SUPPLY REQUISITIONS - UNDER \$500

Forms Needed: E-mail Supply Requisition or E-mail Special Order Requisition

RESPONSIBILITY

ACTION

Requesting Department	1.	Complete Requisition/Special Order form using Rock County GroupWise e-mail system.
General Services	2.	Print off stock requisition/special order requisition.
	3.	Determine if item(s) are in stock or must be obtained from an outside vendor. a. If item(s) are in stock in central storeroom, fill order, fill in unit and total prices on order form, make a copy of the requisition form and send with the completed order to department. b. If special order, place order with contracted vendor. Once item is received, process paperwork and forward to department with item.
	4.	At the end of each month, send Accounting a list of office supply expenses to be charged back to each department.
Requesting Department	5.	Receive and verify order.
Accounting/Finance	6.	Enter charges for office supplies into accounting system at month end.

Please note that any decentralized purchases of office supplies must be approved in advance by the Purchasing Manager and General Services.

Office furniture and equipment is not considered office supplies and therefore those purchases shall be made through the Purchasing Division of Finance as outlined on the following page.

REQUISITION OF ITEMS VALUED AT \$500.00 OR GREATER

Forms Needed: None

Access to BI-Tech/IFAS Automated Purchasing System

Description: This procedure is used for any purchase in this category, which requires approval of a governing committee of the County Board. These purchases require the use of a Purchase Order, with the limited exception of those items where reimbursement is being requested by a user department using an expense reimbursement form.

RESPONSIBILITY

ACTION

A. Regular Purchase Request:

Requesting Department	1. Requesting Department enters requisition using procedures outlined in the Bi-Tech Purchasing Manual.
Finance Department/Division	2. Electronically receives Requisition for approval or denial based on budgetary considerations.
Purchasing Division	3. Electronically receives Requisition from Finance, reviews, approves or denies, and issues Purchase Order.

B. Pre-Approved Encumbrance:

A pre-approved encumbrance is a lump sum of funds approved by the Department's governing committees and/or County Board that represent a pre-purchase approval to acquire defined goods and services from a particular vender prior to the actual issuance of a Purchase Order. This allows payments to be made without later having to obtain additional approvals by the governing committees and/or the County Board.

Responsibility

Action

Requesting Department	1. Requisition is entered into purchasing system using the protocol outlined in the Bi-Tech Purchasing Manual.
Finance	2. Electronically the Requisition is sent to Finance to approve/deny.
Governing Committee	3. Pre-approved encumbrance is reviewed and approved/denied.
Finance/County Board	4. If over \$10,000, the pre-approved encumbrance is reviewed then approved or denied.
Purchasing	5. If approved, Purchase Order is released to vendor for purchases within the limits of the pre-encumbrance approvals.

Section Three: Purchasing Non - Budgeted Capital Items

It is recognized that on rare occasions, purchases of goods will be needed that were not specifically budgeted. The following procedure outlines the steps required to accomplish the purchase of non-budgeted capital purchases.

RESPONSIBILITY

ACTION

Requesting Department

1. Contact the County Administrator or designee and provide a written explanation of the need and request authorization to purchase required goods. Identify the source of funding or the account to be used to make the purchase.

Finance or Governing Committee

2. If a transfer of funds is required to accomplish the purchase, it is the user department's responsibility to complete the standard "Transfer Request" form and receive all approvals before any purchasing transaction can be undertaken.

County Administrator or Designee

3. Approves/disapproves of the purchase of goods. A copy of the written approval or denial is to be filed with the Purchasing Manager and the Finance Director.

Requesting Department

4. If approval is received, requesting department is authorized to proceed with purchase request within the limits of the approval.

Section Four: Emergency Purchases

For purposes of this section, an emergency is an unforeseen occurrence or combination of circumstances, which calls for immediate action that is primarily the responsibility of Rock County or is necessary to protect the County's interests. In order to qualify as an emergency, the response to the situation cannot await completion of normal procurement methods or the convening of a special meeting of the County Board, or other board with authority, to approve deviation from normal procurement methods.

In the event of an emergency, the County Administrator or designee may authorize such departure from normal procurement methods as is necessary to fulfill the County's responsibilities or to protect the County's interests under the circumstances, pending the approval of the County Board.

A written statement of the nature of the emergency and of the County responsibilities and/or County interests involved shall be presented for the consideration of the County Administrator or designee at the time authorization to depart from normal procurement methods is requested. A written record shall be made of the grounds for authorizing any departure from normal procurement methods, and the extent of the departure that is authorized.

Section Five: Purchasing-Partial Orders & Cancellations

Screen Needed:

On-Line Receiving Screen

RESPONSIBILITY

ACTION

Receiving Department

1. Access the On-Line Receiving Screen of the Automated Purchasing System.

User Department

2. Monitor the status of the open Purchase Order. Note that this Purchase Order will remain open until such time as items ordered are received by the requesting department. A partial payment for goods or services received can be authorized through the user department and/or Accounting.
3. Notifies Purchasing and Accounting if they wish to cancel an order, which has the effect of voiding a Purchase Order or Requisition. ONLY Purchasing can void an outstanding Requisition or Purchase Order.

Accounting Division

4. Upon receipt of an invoice and payment voucher, processes payment using established accounting practices and approvals.

**Section Six: Role and Responsibility of the Finance Committee
and Purchasing Division**

The Finance Committee is a standing committee of the County Board, which, in conjunction with the County Administrator, has policy oversight responsibilities of the Purchasing Ordinance.

Duties and Functions of the Finance Committee

1. Review and recommend changes and amendments to the Rock County Purchasing Ordinance.
2. Establish appropriate purchasing policies, review and approve written regulations, practices and procedures to implement the provisions of the Purchasing Ordinance.
3. Periodically declare, upon the recommendation of the Finance Director or designee, that certain Rock County assets, other than real property, are declared surplus and direct their method of disposal.
4. Promote as a policy, the standardization of equipment and supplies within Rock County government.
5. Review and refer to the County Administrator or County Board any transactions which the Committee views as affecting general County policy.
6. In consultation with the Finance Director, designate decentralized buying authorities as authorized by the Purchasing Ordinance.

Duties and Functions of the Finance Director and Purchasing Staff

1. Is responsible to the County Administrator for the implementation of the Purchasing Ordinance and this manual.
2. Prepare all bid specifications based on information furnished by the user department for which the purchase is to be made, insuring that the bid specifications fully describe the item or supplies to be purchased, and clearly differentiate it from similar articles or supplies.
3. Insure that written policies, administrative practices, and procedures, as may be adopted by the Finance Committee are complied with by all concerned with the regulations.
4. Maintain the fixed asset inventory as directed by the Finance Director.
5. Authorize the transfer of supplies and equipment between departments.
6. Sell, trade, exchange or otherwise dispose of surplus or excess supplies, materials, and equipment as directed by the Finance Committee.
7. Secure and maintain dependable sources of goods and services.
8. Consolidate purchases of like or common items to obtain maximum economic benefit.
9. Know and become informed of the needs of all County departments.
10. Work with County departments to establish standardization of materials, supplies, and equipment, where practical.
11. Work with County departments to promote good will between the County and its suppliers.
12. Periodically review and recommend modifications and changes to purchasing policies, administrative procedures and practices where deemed necessary to achieve the mission of the Purchasing Division.
13. Maintain oversight over department purchase requests as they relate to need, quality, price, and conformity with County standardization practices.

Section Seven: Procedure for Competitive Bids
General Purpose of the Bidding Process

The largest percentage of County dollars used for purchasing goods and services are spent on contracts, which have been competitively bid.

In some instances if determined to be in the best interest of the County, the Purchasing Division may take advantage of existing contracts bid by the State of Wisconsin or other governmental entities and bypass the competitive bidding process outlined in this section of the manual. Recommendations of awards over \$10,000 require approval by the appropriate Governing Committee and the County Board.

Through the bidding process, the County accomplishes economy in our purchasing because the County awards to the lowest, most **qualified** bidder. The fulfillment of our needs is assured because we award to the responsive bidder who makes the lowest, most **qualified** bid.

Quality is controlled mostly through specifications. The concept of “**lowest, most responsible and responsive bidder**” includes an understanding of two terms: responsible and responsive.

When the term “**responsible**” is used, it refers to having the capability in all respects to perform fully the contract requirements, and the tenacity, perseverance, experience, integrity, reliability, capacity, facilities, equipment and credit which will assure good faith performance. Bidders, who have the structure and the ability to perform as promised, and to stand behind what they deliver to the County, are responsible bidders.

When the County uses the term “**responsive**”, it means a bid which conforms in all material respects to the requirements set forth in the invitation for bids is a responsive bid and the party submitting such a bid is the responsive bidder.

The following outlines five criteria for determining when a bidder is the lowest, most responsible, and responsive bidder:

- The **financial ability** to provide the services required to complete the contract.
- The **skill, judgment, experience and resources** to capably provide the services or complete the contract.
- The **necessary facilities, staff, personnel, and equipment** to complete the contract.
- The **demonstrated ability to satisfactorily perform** work in a prompt and conscientious manner.
- The **demonstrated ability to comply** in situations where the award is contingent on special considerations subject to the nature of the services or contract required.

Competitive Bidding - Public Works Projects and other Purchases of Goods
Exceeding \$10,000 in estimated value

State Statute requires that all Public Works including any contract for construction, repair, remodeling, or improvement of any public work, building, or furnishing of supplies or materials of any kind where the estimated cost exceeds \$25,000, must be let by contract to the lowest, most responsible bidder. The only exception to this statute is if the County Board votes by a three-fourths majority to have the work done directly by the County. In that case, the work does not have to be bid. State Statute also dictates the type of public notice that shall be published to announce the solicitation of bids. Notice type is determined by estimated dollar value of the work to be performed. Rock County has established by County Ordinance a more stringent requirement that all purchases of goods, including Public Works projects, which exceed a value of \$10,000, will be competitively bid. Please note that the process for procurement of services is detailed later in this manual.

Special attention should be given to the fact that Rock County may reject any or all bids, proposals, or quotations, waive any technicality or error in the bid, proposal, or quotation or any part therein, and to accept the same or combinations, in whole or in part, whenever such waiver or acceptance is deemed to be in the best interest of Rock County.

Contracts are awarded to the lowest, most qualified, responsible and responsive bidder on the basis of the Base Bid, and full consideration of all alternatives, as may be in the best interest of Rock County. In determining the award of contract, Rock County will consider the scope of the work involved, time of delivery, competency of the Bidder, their ability to render satisfactory service, and past performance. If two or more Bidders submit identical Bids, Rock County will make award to the Bidder of its choice and such decisions will be final.

It should also be noted that this section concerning Public Work bidding procedures does not apply to highway contracts which the County Public Works Committee or County Highway Commissioner is authorized by law to let or make. Neither does it apply to the emergency repair or reconstruction of public facilities when the County Board, by resolution, determines that the public health or welfare of the County is endangered by the damage or threatened damage to such facilities.

There are a number of guidelines followed by the Purchasing Division in the competitive bidding process. These guidelines appear below.

1. To the extent practical and within the limitations of Wisconsin Statute and Rock County Ordinance, competitive sealed bidding is the primary method employed when awarding contracts.
2. Proof of Responsibility may be required of all bidders consistent with Wisconsin Statutes 66.29 (2) (3) and (4).
3. All Invitations for Bids that are issued will include specifications, and all contractual terms and conditions applicable to the procurement.
4. Adequate public notice of the Invitation for Bids in the form of a Class I notice will be given within a reasonable time prior to the date set forth for the opening of bids and in no case less than seven (7) days prior to the event.
5. Bids will be opened publicly in the presence of one or more witnesses at the time and place designated in the Invitation for Bids. The amount of each bid, and other relevant information deemed appropriate, as well as the name of each bidder shall be recorded and be open to public inspection.

6. Bids will be unconditionally accepted without alteration or correction. Bids will be evaluated based upon the requirements set forth in the Invitation for Bids. Those criteria that will affect the bid price and be considered in evaluation for award will be objectively measurable, such as discounts, transportation costs and total or life cycle costs. The Invitation for Bids will set forth the evaluation criteria to be used, such as inspection, testing, quality, workmanship, delivery and suitability for a particular purpose.
7. Correction or withdrawal of inadvertently erroneous bids before or after bids are due, bid opening, or cancellation of awards or contracts based on such mistakes may be permitted where appropriate. A bid may be withdrawn prior to opening if the bidder makes known in writing their error and the bid shall be returned to the bidder unopened. However, that same bidder may not submit a different bid on the contract unless the bid letting is re-advertised and re-let. If a mistake is discovered after the bid opening, the County, at its option may:
 - (a.) grant relief to the apparent low bidder if an individual satisfies the requirements of s. 66.29(5), Wisconsin Statutes, by allowing the party to correct the bid;
 - (b.) declare a bid bond forfeiture and sue for damages, if the apparent low bidder refuses to perform at the corrected figure or fails to meet the requirements of s. 66.29 (5), Wisconsin Statutes, which allows a correction; or
 - (c.) reject all bids and re-advertise for bids. In all cases a bidder alleging a material mistake may be permitted to withdraw a bid within twenty-four (24) hours of the bid opening if the mistake is clearly evident.
8. Contracts will be awarded with reasonable promptness by appropriate written notice to the lowest, most responsible and responsive bidder who meets the requirements and criteria set forth in the Invitation for Bids.

The following procedure details responsible parties and step-by-step detail of the bidding process:

RESPONSIBILITY

ACTION

Requesting Department

Purchasing Division

Governing Committee

County Board

Purchasing Division

1. Preliminary scope of work or itemized listing of goods and services prepared and delivered to the Purchasing Division.
2. Final specification of scope of work to be performed or goods and services to be provided is prepared and delivered after concurrence and approval of specification is obtained from Requesting Department.
3. Bidding documents prepared incorporating the scope of work to be performed or itemized listing of goods and services required.
4. Invitation to Bid is placed for publication in the official newspaper of Rock County. The County will use a Class I Notice if the project estimate exceeds \$10,000.
5. Bids are received by the Purchasing Division and opened at the time, date and place specified in the Invitation.
6. Analysis of bids received is made and recommendation of award prepared for presentation to the appropriate governing committee.
7. Review of bids and recommendation of award is acted upon.
8. Recommendation of award is received from the Governing Committee and either approved, modified or rejected.
9. The successful bidder will be notified within (10) days after approval of the award. Unsuccessful bidders are also notified of their status.

Section Eight: Competitive Sealed Quotations and Proposals - In General

Procedures vary somewhat on purchasing for goods and services contracts where the estimated costs exceed \$5,000 but are less than \$10,000. In this instance, the Purchasing Division is required to obtain at least three (3) sealed written quotations or proposals. In those instances where it may be in the best interest and substantially benefit the County, the Purchasing Division may use the bidding process if it does not create a disadvantage to the County.

In some instances, if determined to be in the best interest of the County, the Purchasing Division may take advantage of existing contracts bid by the State of Wisconsin or other governmental entities and bypass the competitive sealed quotations and proposals as outlined in this section of the manual. Recommendation of awards between \$5,000 and \$10,000 require approval of the appropriate Governing Committee.

Generally, quotations are requested when market prices of specific goods or commodities are being requested. Proposals are typically used when services, as opposed to specific goods or commodities, are being requested. The quotations or proposals are received and opened by the Purchasing Division. Contract award procedures then follow procedural steps listed above.

There are several guidelines that are applicable to the use of competitive sealed quotations or proposals that should be noted. They appear below:

1. Proposals will be solicited through a Request for Quotations or Proposals process.
2. Adequate public notice, including at least one class-one notice under Chapter 985 of the statutes, of Requests for Quotations or Proposals will be given no less than seven (7) days prior to date and time when proposals will be received.
3. No proposals or quotations will be handled in such a manner that allows for the disclosure of contents of that quotation or proposal to competing offerors during the process of evaluation.
4. Receipt of quotations or proposals will be acknowledged and a summary of Quotations or Proposals will be prepared containing the name of each offeror, the number of modifications received, if any, and a description sufficient to identify the item or service offered.
5. The Request for Quotations or Proposals will reflect any evaluation factors or criteria that have been established for use in determining the contract award.

All contracts for purchases where the estimated cost is between \$1,000 and \$5,000 require the Purchasing Division to attempt to obtain written quotations from a minimum of three (3) qualified vendors. The award of the purchase contract will be made to the lowest, most qualified responsive and responsible vendor.

Purchases with a value of \$1,000 or less may be made directly by the Purchasing Division from approved dealers or suppliers.

Section Nine: Professional Services and Related Requests for Proposals

Periodically, Rock County requires the assistance of outside professional individuals, groups, or organizations to complete a specific task or assignment or provide a specific product or service. Examples of such purchases include the selection of professional architects or engineers for the purpose of designing public improvements. Another example where this process is used is in the acquisition of major custom software packages and related assistance.

Rock County uses two different processes to select professional services organizations for these purposes. The particular method of selection used is determined based upon the individual circumstances associated with a given task or assignment. The first process is referred to as a “**Request for Letters of Qualification.**” This process is used in those circumstances where timing, relatively low cost of the project, other unique or special circumstances, or past involvement of professional services firms in similar projects are demonstrated to be critical to the immediate needs of Rock County. Using this process, professional services firms who have previously demonstrated a level of expertise and experience with similar projects for the County are invited to submit a Letter of Qualification stating their approach to the Scope of Work and a fee proposal. The firm selected as the service provider will be afforded the opportunity to negotiate a service contract with Rock County.

The second process for obtaining required professional services is through the use of a Qualifications Based Selection Process (QBS) which is detailed below. The (QBS) process is derived in part from the American Bar Association’s Model Procurement Code for State and Local Government. The actual purchase of services is made by contract or purchase order through the Purchasing Division. These contracts are exempt from the bidding requirements but are subject to the policies and procedures detailed below:

Responsible Party

Action

- | | |
|-----------------------|--|
| Requesting Department | 1. Prepare relevant specifications, standards, and/or preliminary scope of work that describes the project and/or professional services to be provided and submit to the Purchasing Division. |
| Purchasing Division | 2. In conjunction with the requesting department, the Purchasing Division will develop a “Schedule of Activities” which establishes the calendar or time frame for each step of the selection process, and develops evaluation criteria that will be used to evaluate respondent’s written materials as well as interview evaluation criteria.
3. A list of potential professional services providers is compiled from which “Statements of Qualifications” are requested. It should be noted that as a part of the information provided to the professional services providers is a brief statement of the basis on which their responses will be evaluated. Minimum information to be requested from potential professional services providers includes:
a. Firm name, address, telephone number and contact person.
b. Brief history of the firm.
c. Resumes of key personnel to be assigned to the project, including any sub-consultants. |

Responsible Party

Action

Purchasing Division	d. Firm's specific abilities to provide required professional services and qualifications related to project requirements. e. Specific knowledge and expertise related to this particular project, product or service. f. References, including name, contact person, address and which firm and assigned key personnel have provided similar professional services or products. g. A one-page statement of the firm or individuals interest in and unique qualifications for the project in question.
Requesting Department	4. Responses to the Request for Statement of Qualifications are evaluated and results reported to the Purchasing Division. Based upon this evaluation, a short list of providers deemed qualified is developed.
Purchasing Division	5. Purchasing Division contacts all respondents and advises each of their status at the conclusion of the evaluation round. A group of from three to five respondents is invited to on-site tours and interviews.
Requesting Department with the Purchasing Division	6. Interviews are conducted with the short list of respondents. It is recommended that all interviewers use a formal interview, evaluation criteria and rating system. Respondents are ranked in order and results reported to the Purchasing Division.
Purchasing Division	7. Top ranked respondent is notified of status invited to participate in contract negotiations and to submit a formal fee for services proposal. If a proposed contract for services is successfully negotiated, that agreement will move to step 8 below. If contract negotiations prove unsuccessful, the County will begin negotiations with the second ranked respondent.
Requesting Department and Corporation Counsel	8. Professional services agreement is negotiated with the top ranked respondent including detailed scope of services to be provided and fee for services arrangements. Note that agreement may be subject to final review by County staff before approval.
Finance Director and Corporation Counsel	9. Review proposed agreement as to legal form and budgetary authority.
Governing Committee and/or And/or County Board	10. Review proposed agreement and approve or deny by Resolution (if applicable).
Purchasing Division or Department Director	11. Provide "Notice to Proceed" within ten (10) days of County Board final approval to successful respondent.

Section Ten: Special Purchases and Exemptions

By Ordinance, the Finance Committee may delegate purchasing authority to entities other than the Purchasing Division. This is accomplished through the pre-approved use of "Blanket Purchase Orders." Examples of such commodities or services include authority to purchase consumable goods such as food or certain medical supplies. Purchasing authority for certain goods or services may also be specifically granted by state statute to a particular operating unit of county government. An example of this statutory authority is the County Highway Commissioner's responsibilities for highway construction contract letting.

1. Departments requiring food, medical and expendable supplies may be granted decentralized purchasing authority by the Finance Committee, in consultation with the Purchasing Division.
2. The Highway Commissioner is authorized to make purchases directly related to highway construction and maintenance in accordance with authority granted in Wisconsin statutes 83.015 (2) (b). Purchases that are not directly related to highway construction and maintenance will be made through the Purchasing Division. The Highway Commissioner may at his/her discretion, utilize the services of the Purchasing Division for any and all highway construction related purchases.
3. Purchases of materials, supplies, machinery, and equipment offered for sale by the federal government, or by any municipality may be acquired without bids with the approval of the Purchasing Division, at prices to be agreed upon between the Purchasing Division and the respective department or agency that will acquire the item in question.
4. Purchases of used vehicles and equipment, regardless of the cost, shall be made only after attempting to obtain at least three written quotes from qualified vendors. Purchases over \$5,000 require governing committee approval. Additionally, purchases over \$10,000 require the approval of the County Board.
5. The Developmental Disabilities Board as well as the departments of Human Services, Rock Haven, and Information Technology currently operates with limited exemption for selected purchases of goods and services. Please refer to Appendix A, B, and D of this manual for a discussion of the exemptions.

Section Eleven: Disposal of Surplus Items

The Purchasing Division under the direction of the Finance Committee is responsible for the disposal of surplus items. The Purchasing Division is authorized to sell, trade, exchange or otherwise dispose of surplus or excess supplies, materials, and equipment as directed by the Finance Committee. All equipment or supplies which have become unsuitable or unnecessary to their needs, and which are not to be traded in or applied on any purchases, shall be disposed of by public auction whether on-line, at a County facility or by other means that may become available in the future.

Exceptions may be made by the Finance Committee for the sale of certain items on the open market at a minimum predetermined price to be approved by the Committee, and for items needed by any county department or municipality. Sales of items to another municipality shall be at a price approved by the Committee.

The Finance Committee may authorize the Purchasing Division to dispose of items by alternative means including but not limited to: public auctions, outside auctions, listings on the Internet, either government or private, donation to not-for-profit organizations or by other means that may become available in the future.

Surplus County property shall not be sold to any County employee, officer or agent, except through an auction, either public or on-line.

Items that are non-functioning, dangerous or damaged beyond their usefulness may be disposed of with approval of the Purchasing Manager. All such items shall be disposed of in the trash or taken to the landfill. In no event shall County employees, officers or agents be allowed to keep such items for personal use. Items that have "scrap" value may be taken to the appropriate recycling center. All funds received for scrap items shall be deposited in the appropriate general ledger account.

Section Twelve: Definitions of Terms

1. **Actual Costs.** All direct and indirect costs, which have been incurred for services rendered, supplies delivered, or construction built, as distinguished from allowable costs only.
2. **Architect-Engineer and Land Surveying Services.** Those professional services within the scope of the practice of architecture, professional engineering, or land surveying, as defined by the laws of the State of Wisconsin.
3. **Blanket Purchase Order.** A pre-approved authorization and delegation of authority to purchase from contracts or unit price agreements which are established by the Purchasing Division on behalf of departments of County government.
4. **Brand Name or Equal Specification.** A specification limited to one or more items by manufacturers' names or catalogue numbers to describe the standard of quality, performance, and other salient characteristics needed to meet Rock County requirements, and which provides for submission of equivalent products.
5. **Brand Name Specification.** A specification limited to one or more items by manufacturers' names or catalogue numbers.
6. **Capability.** Capability to perform at the time of award of the contract.
7. **Change Order.** A written order signed and issued by the County, directing the contractor to make changes, which the contract authorizes the County to order without the consent of the Contractor.
8. **Confidential Information.** Any information which is available to an employee only because of the employee's status, as an employee of Rock County, and is not a matter of public knowledge or available to the public on request.
9. **Contract Modification (bilateral change).** Any written alteration in specifications, delivery point, rate of delivery, period of performance, price, quantity, or other provisions of any contract accomplished in the same manner of execution as the original contract.
10. **Construction.** The process of building, altering, repairing, improving or demolishing any public structure or building, or other public improvement of any kind to any public real property. It does not include the routine operation, routine repair, or routine maintenance of existing structures, buildings, or real property.
11. **Contract.** All types of County agreements, regardless of what they may be called, for the procurement of goods, services, or construction.
12. **Contractor.** Any person having a contract with the County or a using agency thereof.
13. **Cooperative Purchasing.** Procurement conducted by, or on behalf of, more than one Public Procurement Unit, or by a Public Procurement Unit with an External Procurement Activity.
14. **Cost Data.** Factual information concerning the cost of labor, material, overhead, and other cost elements, which are expected to be incurred, or which have been actually incurred by the contractor in performing the contract.
15. **Cost Reimbursement Contract.** A contract under which a contractor is reimbursed for costs which are allowable and allocable in accordance with the contract terms and provisions of this Ordinance, and a fee or profit, if any.
16. **County Administrator.** The Chief Administrative Officer of the County appointed by the County Board of Supervisors.
17. **County Board.** The Rock County Board of Supervisors.
18. **County Employee.** An individual drawing a salary or wages from the County for work performed.
19. **Data.** Recorded information, regardless of form or characteristic.

20. **Days.** Calendar days. In computing any period of time prescribed, the day of the event from which the designated period of time begins to run shall not be included, but the last day of the period shall be included unless it is a Saturday, Sunday, or a County designated holiday, in which event the period shall run to the end of the next business day.
21. **Decentralized Buying Authority.** The authority to determine the need for and to procure goods and services including such items as food, medical or expendable supplies, in accordance with the delegation of such authority by the Finance Committee to a department other than the Purchasing Division. Such authority may only be exercised pursuant to a written purchase order issued by the Purchasing Division, which specifies the type of purchases and a designated period of time covered, by the purchase order.
22. **Decentralized Buying Authority -- Highway Commissioner.** Authority of the Highway Commissioner to make purchases directly related to highway construction and maintenance in accordance with sec. 83.015(2) (b), Wisconsin Statutes.
23. **Established Catalogue Price.** The price included in a catalogue, price list, schedule or other form that is regularly maintained by a manufacturer or contractor, is either published or otherwise available for inspection by customers.
24. **Finance/Accounting.** Refers specifically to the division of the Finance Department responsible for maintaining the County's general financial ledger and accounts payable.
25. **Finance Director.** Department Head position established by the County Board responsible for supervising, directing, and managing the purchasing and procurement activities undertaken by the County in a manner consistent with County Ordinance.
26. **Financial Interest.** Ownership of any interest or involvement in any relationship from which, or as a result of which, a person within the past year has received, or is presently or in the future entitled to receive financial compensation in any form. Ownership in part or total of any property or business. Holding a position in a business such as officer, director, trustee, partner, employee, or the like, or holding any position of management.
27. **FOB Destination (Freight prepaid).** Seller pays the freight charge and owns the goods in transit. Title passes to the buyer upon delivery.
28. **FOB Origin (Freight collected).** Title passes to buyer at seller's plant or warehouse. Buyer owns goods in transit and pays freight charges.
29. **General or Prime Contractor.** A person who has a contract directly with Rock County to build, alter, repair, improve, or demolish any public structure or building, or other real public improvements of any kind to any public real property.
30. **Interested Party.** An actual or prospective bidder, offeror, or contractor that may be aggrieved by the solicitation or award of a contract, or by a protest of the solicitation or award.
31. **Invitation for Bids or Quotations.** All documents, whether attached or incorporated by reference, utilized for soliciting sealed bids or quotations.
32. **Official Newspaper.** The newspaper authorized by the County Board for publication of all legal County notifications.
33. **Person.** Any business, individual, union, committee, club, other organization, or group of individuals.
34. **Practical.** Denotes what is capable of being accomplished or put into practical application. The terms "practical" and "practicable" are to be considered to have the same meaning.
35. **Procurement.** The buying, purchasing, renting, leasing, or otherwise acquiring of any goods, services or construction. It also includes all functions that pertain to the obtaining of any supply, service, or construction, including descriptions of requirements, selection, and solicitation or sources, preparation and award of contract, and all phases of contract administration.
36. **Procurement Officer.** Any person duly authorized to enter into and administer contracts and make written determinations with respect thereto.

37. **Purchase Description.** The words used in a solicitation to describe the supplies, services, or construction to be purchased, and includes specifications attached to, or made a part of, the solicitation.
38. **Purchase Order.** A legally binding agreement between a willing buyer and a willing seller containing negotiated terms and conditions by which goods and /or services are obtained.
39. **Purchase Request.** That document whereby a using agency requests that a contract be entered into for a specified need, and may include, but is not limited to, the technical description of the requested item, delivery schedule, transportation, criteria for evaluation, suggested sources of supply, and information supplied for the making of any written determination required by the Purchasing Ordinance.
40. **Purchasing Division.** An organizational division of the Finance Department, accountable to the Finance Director, responsible for the day to day procurement of goods and services consistent with County Ordinance, regulations, or directives.
41. **Purchasing Manager.** Senior position reporting to the Finance Director with responsibility to supervise and direct the staff and activities of the Purchasing Division.
42. **Qualified Bidder.** A bidder who has provided proof in a form specified by the County of that bidder's financial ability, equipment and experience in the work prescribed and other related factors and has been declared by Rock County as being qualified.
43. **Quotation.** A statement of the market price of one or more commodities; or the price specified to a representative of the County.
44. **Regulation.** A governmental body's statement, having general or particular applicability and future effect, designed to implement, interpret, or prescribe law or policy, or describing organization, procedure, or practice requirements, which has been promulgated in accordance with County Ordinance.
45. **Requisition.** A demand that particular goods or services be obtained by the Purchasing Division on behalf of the requesting department or agency.
46. **Requests for Proposals (RFP).** All documents, whether attached or incorporated by reference, utilized in soliciting proposals.
47. **Requests for Quotations (RFQ).** All documents, whether attached or incorporated by reference, utilized in soliciting quotations primarily for goods or commodities.
48. **Responsible Bidder or Offeror.** A person presently having the capability in all respects to perform fully the contract requirements, and the tenacity, perseverance, experience, integrity, reliability, capacity, facilities, equipment, and credit which will assure good faith performance.
49. **Responsive Bidder.** A person who has submitted a bid which conforms in all material respects to the requirements set forth in the Invitation to Bids.
50. **Senior Buyer.** Representative of the Purchasing Division who functions as a Procurement Officer under the supervision of the Purchasing Manager.
51. **Services.** The furnishing of labor, time or effort pursuant to a contract. This term shall not include employment agreements or collective bargaining agreements.
52. **Shall.** Denotes mandatory or required.
53. **Specification.** Any description of the physical or functional characteristics or of the nature of a supply, service, or construction item. It may include a description of any requirements for inspecting, testing, or preparing of goods, service or construction item for delivery.
54. **Suppliers.** Prospective bidders or offerors.
55. **Surplus.** Any County asset no longer having any use to Rock County.

Section Thirteen: General Conditions

Application

The following statements reflect general County policies concerning the letting of County contracts. All notices of solicitations for bids or proposals shall contain a provision substantially addressing the subject matter of paragraphs 1 through 4 below. Unless a standard form issued by the Purchasing Division is used, or the Rock County Corporation Counsel approves alternative language, the language used in this section shall be employed.

Insofar as it is practical to do so, unless it is clear that the provision is not applicable, all County contracts shall contain provisions substantially identical to those contained in paragraph 5, and following below, to provide a definite statement of the general rights and responsibilities of parties to the contract which is consistent with general County policies. The Rock County Corporation Counsel may approve individual contracts which do not contain such provisions, or which contain additional or different language affecting such general conditions, as appears appropriate to the particular circumstances associated with the contract.

1. **Acceptance/Rejection.** Rock County reserves the right to accept or reject any or all quotations, proposals or bids, and to waive technicalities or errors in whole or in part thereof deemed to be in the best interest of Rock County.
2. **Deviation and Exceptions.** Deviations and exceptions from terms, conditions, or specifications will be described fully under the bidder's letterhead, signed, and attached to the Invitation to Bid. In the absence of such statements, the bid will be accepted as in strict compliance with all terms, conditions, and specifications and the bidder shall be held liable.
3. **Quantities.** Quantities shown within an Invitation to Bid are based upon estimated needs. The County reserves the right to increase or decrease quantities to meet actual needs or availability of funds.
4. **Substitutions.** When substitutions are bid, they must be identified by manufacturer, stock number, and other descriptive information to establish equivalencies. Rock County shall be the sole judge of equivalency.
5. **Non - Discrimination / Affirmative Action.** Rock County is committed to equal employment opportunity and is obligated not to discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age or physical or mental handicap or military service as defined in §111.355(1), Wis. Stats. in regard to any position for which qualified. Further, you are advised that as a contractor, sub-contractor, vendor or lessee of Rock County, you may be subject to Executive Order 11246, as amended, and Section 503 of the Rehabilitation Act, as amended. If covered, acceptance of any contract or purchase order will constitute your agreement that you will not discriminate against any employee or applicant for national origin, age or physical or mental handicap in regard to any position for which qualified; and that you will comply with other specific requirements of these laws. In the event of non-compliance with the non-discrimination clause, any purchase order or contract may be canceled, terminated, or suspended in part or in whole, and you may be declared ineligible for further contracts or purchase orders.
6. **Applicable Law.** All contracts are governed under the laws of the State of Wisconsin and are made at Rock County, Wisconsin, and venue for any legal action to enforce the terms of the agreement will be in Rock County Circuit Court.

7. **Assignment.** No right or duty in whole or in part by the contractor under any purchasing contract may be assigned or delegated without the written consent of Rock County.
8. **Cancellation.** Rock County reserves the right to cancel a purchasing contract in whole or in part without penalty due to the non-appropriation of funds or for failure of the contractor to comply with terms, conditions, and specifications of the contract. Any dispute arising as to quality and quantity is subject to arbitration as provided in Chapter 788, Wisconsin Statutes.
9. **Delivery.** Delivery shall be F.O.B. destination unless otherwise specified. Deliveries are accepted between 8:00 AM & 11:00 AM and 1:00 PM & 3:00 PM. No deliveries are accepted on off-hours or on Saturday, Sunday, or Holidays.
10. **Entire Agreement.** The terms and conditions contained in this contract, and such attachments and/or appendices as may be expressly incorporated, constitute the entire agreement between the parties.
11. **Guaranteed Delivery.** Failure of the contractor to adhere to the delivery schedule that is specified or to promptly replace rejected materials renders the contractor liable for all costs in excess of contract price if alternate procurement is necessary. Excess costs include administrative costs.
12. **Insurance Responsibility.** The contractor to perform services for the County of Rock shall indemnify, hold harmless, and defend Rock County, its officers, agents, and employees from any and all liability including claims, demands, losses, costs, damages and expenses of any kind and description or damage to persons or property arising out of or in connection with or occurring during the course of any agreement between the contractor and Rock County where such liability is founded upon or grows out of the acts or omissions of any agents or employees of the contractor. The contractor further agrees that in order to protect itself and Rock County, it will at all times during the term of any agreement with Rock County keep in force and effect worker's compensation, comprehensive general, and auto liability insurance policies issued by a company or companies authorized to do business in the State of Wisconsin with limits of not less than:

Personal and bodily injury:	Per Person:	\$ 1,000,000
	Per Accident:	\$ 2,000,000
Property damage:	Each Occurrence:	\$ 500,000
	Aggregate:	\$ 500,000

Coverage shall apply as primary with County named as an added insured. Contractor shall furnish satisfactory proof of insurance to County prior to the date of any Contract Execution, or commencing work for the County.
13. **Invoicing.** Purchase Orders will be individually invoiced in accordance with the instructions contained on the purchase order or contract. Purchase Order number must appear on all invoices. Invoices and proof of delivery or performance (Itemized signed packing slip, etc.) are to be mailed or delivered to the billing address denoted on the Purchase Order.
14. **Payment Terms and Instructions.** Payment terms and instructions are detailed on the Purchase Order. By supplying the item, material or services, the vendor agrees not to charge any interest assessment for bills paid by the County within 60 days of acceptance of the goods or services or receipt of a properly completed invoice, whichever date is later.
15. **Ordering.** Purchase orders will be placed directly to the contractor by authorized representatives of Rock County. Purchase Orders are not valid unless signed by the Senior Buyer or Purchasing Manager.

16. **Patents.** By accepting a contract or purchase order from Rock County, the vendor or contractor guarantees that the sale or use of the items or goods being provided will not infringe any United States patent, and covenants that it will at its own expense defend every suit which may be brought against Rock County, (provided that such party is promptly notified of such suit, and all papers therein are delivered to it) for any alleged infringement of any patent by reason of the sale or use of such article or articles, and agrees that it will pay all costs, damages and profits recoverable in such suit. The party selling to Rock County guarantees that the items or goods being provided were manufactured in accordance with applicable federal labor laws.
17. **Quality Level.** Unless otherwise indicated in the Invitation to Bid, all materials shall be first quality. Items which are used, obsolete, or which have been discontinued are unacceptable without prior written approval by Rock County.
18. **Safety Requirements.** Materials, equipment and supplies provided to the County must comply fully with all safety requirements that are set forth by the Wisconsin Administrative Code, Rules of the Industrial Commission on Safety, and all applicable OSHA standards. When furnishing toxic or hazardous materials as defined in sub-part "Z" of the U. S. Occupational Safety and Health Standards, the contractor must furnish OSHA Form 20, "Material Safety and Data Sheet", for each item provided. Further, during the course of performing the service necessary to satisfy the requirements of any Invitation to Bid, the contractor is fully liable for public and private protection while work is in progress or at any site exposed as a potential hazard. Contractor must provide warning devices and/or signs, which must be prominently installed and displayed, and be fully in compliance with safety regulations.
19. **Taxes.** Rock County is exempt from the payment of all federal excise taxes, registration no. 41407 (For tax-free transactions under Chapter 32 of the Internal Revenue Code. The certificate of exemption is on file with the District Attorney, U. S. Treasury Department, Internal Revenue Service, Milwaukee, Wisconsin). Rock County is exempt from Wisconsin State and Local taxes on its purchases except Wisconsin excise tax as the Wisconsin Department of Revenue does not issue state exempt numbers to Counties per Wisconsin Statute 77.54 (9) (a). Contractors performing construction activities are required to pay state user tax on the cost of materials which they purchase. Rock County is required to pay an excise tax on Wisconsin beer, liquor, wine, cigarettes, tobacco products, motor vehicle fuel engine oil and aviation fuel.
20. **Warranty.** Unless otherwise specifically stated by the bidder, equipment purchases as a result of a request for bid shall be warranted against defects by the bidder for 90 days from date of receipt. The equipment manufacturer's standard warranty shall apply and the minimum must be honored by the contractor.

APPENDIX A: Rock Haven Purchasing Policies and Procedures

Rock Haven
3400 N. County Highway F
Janesville, Wisconsin
Attention: Materials Management Department
608.757.5000

Scope

The purpose of this section of the manual is to outline the purchasing policies, practices and procedures used by Rock Haven. This section is not intended to replace the detailed manual of purchasing practices and procedures maintained by Rock Haven Materials Management Department.

Be aware, that nothing contained in this section of the manual is intended to create any rights or remedies by third parties against the County of Rock. It is solely intended to be used as a general guide.

Should you have specific questions related to doing business with Rock Haven Materials Management Division, you should consult with the Materials Manager who can be reached at 608.757.5000. You may also wish to contact the Purchasing Division at 608.757.5517. Either entity will be able to address your specific questions.

Authority

1. Rock Haven is subject to all provisions of the Rock County Purchasing Ordinance. For example, Rock Haven practices related to the use of verbal quotations, sealed quotations or proposals, and bidding must comply with the requirements of the ordinance and parallel the processes outlined in the first sections of this manual.
2. As provided for within the Ordinance, Rock Haven has received a decentralized purchasing authorization which allows the department to make certain purchases of goods and services using the services of its in-house Materials Management section. Vendors please take special note. If you wish to do business with Rock Haven you need to be aware that there are (2) two separate points of entry into Rock County government. One is through the Materials Management Department at Rock Haven. The second through the Purchasing Division. If as a vendor you supply office supplies, furniture, fixtures, and related materials, your point of entry is through the Purchasing Division. Purchasing staff should also be your first contact for capital assets. For Rock Haven, a capital asset is any item which has a life expectancy of two (2) years or more and a value exceeding \$1,000. Vendors providing any other commodities or services may contact the Materials Management staff at Rock Haven directly.
3. When Rock Haven issues Requests for Qualifications or Proposals for client specific professional services, they will inform the Purchasing Division. The process of soliciting Requests for Qualifications and Proposals as outlined in the Rock County Purchasing Policies and Procedures Manual will be used when applicable.

**APPENDIX B: Developmental Disabilities Board and Human Services Department
Purchase of Services Contracting and Related Matters**

**Rock County Human Services Department
2nd Floor - Health Care Center
3530 North County Trunk F
P. O. Box 1649
Janesville, Wisconsin 53547**

**Rock Co. Developmental Disabilities
Rock County Complex
3530 North County Trunk F
Janesville, Wisconsin 53547**

Contracting Contact:

**Human Services Department
Administrative Services Manager - Prof. Service Contracts
608.757.5204**

**Developmental Disabilities
Director 608.757.5050**

Scope

The purpose of this section of the manual is to outline the purchasing policies, practices and procedures used by the Developmental Disabilities Board and the Human Services Department where they may differ from the Purchasing Division countywide standard.

Authority

1. The Developmental Disabilities Board and the Human Services Department are subject to the provisions of the Rock County Purchasing Ordinance. Additionally, the departments comply with the Wisconsin Department of Health and Family Services Allowable Cost Policy. A copy of the Allowable Cost Policy is available through the Office of the Director of the Developmental Disabilities Board and the Department of Human Services Administrative Services Manager.
2. As provided for within the Purchasing Ordinance, the Developmental Disabilities Board and the Human Services Department have received a decentralized purchasing authorization which allows the department to make certain purchases of services using their in-house staff capacity.
3. In practice, this decentralized purchasing authority is limited to the practice of obtaining specialized Human Services professional services and related goods. On an annual basis, the departments manage approximately two hundred Purchase of Service contracts. Examples of the types of contracts for services include physician medical services, group homes for children and adults, respite care, psychological assessment services, training, medical laboratory services, in-home support services such as cleaning/chore services, meal preparation and visiting nursing services.
4. Where possible and practical, the departments will use the Wisconsin Department of Health and Social Services Purchase of Services Model Contract language and the standard form of agreement between the County and provider agencies or individuals. Copies of this standard form of agreement are available through the Director of the Developmental Disabilities Board or the Department of Human Services Administrative Services Manager.
5. Inquiries concerning a particular Purchase of Service contract currently in effect or for current solicitations should be directed to the Director of the Developmental Disabilities Board at 608.757.5050 or the Human Services Department Administrative Services Manager for Contracts at 608.757.5204.

APPENDIX C: Rock County Department of Public Works

Airport Division 4004 S. Oakhill - Janesville 608.757.5768
Highway Division 3715 Newville Road - Janesville 608.757.5450
Parks Division 3715 Newville Road - Janesville 608.757.5451
Purchasing/Contracting Contact: Public Works Director 608.757.5450

Scope

The purpose of this section of the manual is to outline the purchasing policies, practices and procedures used by the Public Works Department where they may differ from the Purchasing Division's countywide standard.

Authority

1. The Rock County Public Works Department is subject to the provisions of the Rock County Purchasing Ordinance.
2. As provided for within the Rock County Purchasing Ordinance and Wisconsin State Statute, the Public Works Department has received an authorization that allows the department to make certain purchases of goods and services using the services of its in-house staffing. With this status, they are the only department of county government except for the Purchasing Division to have the authority to issue Rock County Purchase Orders directly.
3. Wisconsin Statutes s. 83.015(2) (b) authorizes the Highway Commissioner to make purchases directly related to highway construction and maintenance without participating in the Purchasing Division's central purchasing system. In practice, the Public Works department exercises decentralized purchasing authority for all goods and services except for office supplies, furniture, office equipment and associated maintenance agreements, and related materials that are obtained through the General Services store or the Purchasing Division.
4. In normal practice, the Public Works Department will comply with Sections Seven and Eight of this manual. However, the department reserves the right to bypass these procedures under extreme situations such as weather related emergencies. Extreme situations include, but may not be limited to, the need for repairs to construction or maintenance vehicles. Reasons for purchases made in these situations will be documented and reviewed by the Public Works Committee.
5. Professional services selection for road and bridge improvement is accomplished in accordance with the Wisconsin Department of Transportation Facilities Development Manual. The standard form of contract used for these projects is the Wisconsin Department of Transportation Three Party Agreement for Construction and Maintenance Projects. These contracts are not subject to the standard Rock County contract review process. These contracts are reviewed and approved by the Public Works Committee.

6. All major construction and maintenance projects are subject to the Wisconsin Department of Transportation Standard Specifications for Road and Bridge Construction, and are publicly bid. Projects involving Federal Transportation Aid are administered by the Wisconsin Department of Transportation, and all contract documents, advertisement of bids, bid openings and letting are completed in accordance with the Wisconsin Department of Transportation Facilities Development Manual. Projects using local funds are administered by the Public Works Department. Bid announcements are advertised in major trade publications and the official newspapers of Rock County.
7. Annual bid lettings are scheduled for maintenance related commodities such as asphalt, asphaltic emulsions, and de-icing salt. Bid announcements are advertised in major trade publications and the official newspaper of Rock County.
8. Annual quotations are obtained for gravel, concrete, and sand. Vendors are required to guarantee prices for the calendar year. Maximum quantities are not specified, however vendors are required to maintain an available stockpile in their inventory for purchase in bulk throughout the year.
9. The department routinely solicits vendors for price quotations for gasoline, bulk oil, solvents, hand tools, batteries, windshields, miscellaneous oil and air filters and related vehicle parts and accessories. Vendors are invited to contact the Shop Superintendent at 757.5463 to request being added to the vendors list.

APPENDIX D: Information Technology Purchasing Policies and Procedures

Rock County Information Technology
3530 N. County Highway F
Janesville, Wisconsin

Attention: Director
608.757.5040

Scope

The purpose of this section of the manual is to outline the purchasing policies, practices and procedures used by Information Technology where they may differ from the Purchasing Division's countywide standard.

Authority

1. Information Technology is subject to the provisions of the Rock County Purchasing Ordinance.
2. As provided for within the Purchasing Ordinance, Information Technology has received a decentralized purchasing authorization which allows the department to make certain purchases using their in-house staff capacity.
3. This decentralized purchasing authority is limited to purchases of an immediate need up to \$5,000 in unit cost value Information Technology is to follow the procedures set forth in the Purchasing Policies and Procedures manual for obtaining quotes and is to provide the Purchasing Division with copies of such quotes.
4. In all instances where Information Technology is preparing Requests for Proposals or Requests for Qualifications, the department will consult with the Purchasing Division to insure technical compliance with procurement requirements. The Purchasing Division will then issue the RFP/RFQ, when technical compliance with Section IX, Professional Services and related Requests for Proposals is assured. Information Technology may utilize the services of the Purchasing Division staff resources in all other instances where it is shown to be advantageous to the County