

**ORDINANCE NO. 2012-81**

**ORDINANCE BY THE FINANCE AND HUMAN RESOURCES COMMITTEE AMENDING  
VARIOUS SECTIONS OF CHAPTER 7 ARTICLE VIII OF THE RACINE COUNTY CODE  
OF ORDINANCES RELATING TO PURCHASES AND CONTRACTS**

To the Honorable Members of the Racine County Board of Supervisors:

The Racine County Board of Supervisors do ordain as follows:

**Part 1**

Chapter 7, Article VIII of the Racine County Code of Ordinances relating to purchases and contracts is hereby amended to read as follows:

**DIVISION 3. PURCHASE ORDERS / CONTRACTS**

**Sec. 7-260. - Purchases up to and including twenty-five thousand dollars.**

This section shall govern all purchase orders/contracts entered into by the county that are less than or equal to twenty-five thousand dollars (\$25,000.00), except as limited by section 7-228.

(1)

A purchase order/contract shall not be let until:

a.

The department head of the user department (or designee) authorizes the section;

b.

Sufficient funds in an appropriate expense account are authorized.

(2)

Purchases less than or equal to one hundred fifty dollars (\$150.00) related to county business only require no competitive bidding process and shall be paid through petty cash funds or county purchasing card. When required by vendors and when it is in the interest of the county to do so, purchase orders and separate payments may be issued. No single purchase shall be subdivided into multiple petty cash purchases.

(3)

Purchases greater than one hundred fifty dollars (\$150.00) and less than or equal to ~~one thousand dollars (\$1,000.00)~~ **two thousand five**

3  
4 **hundred dollars (\$2,500.00)** for materials, supplies, equipment and  
5 contractual services require no competitive bidding process and shall  
6 be paid on the county purchasing card. When required by vendors and  
7 when it is in the interest of the county to do so, purchase orders and  
8 separate payments may be issued. Purchases shall not be so divided  
9 into small increments in order to avoid or circumvent the competitive  
10 procurement process requirements for items/services less than or  
11 equal to ~~one thousand dollars (\$1,000.00)~~ **two thousand five**  
12 **hundred dollars (\$2,500.00).**

13 (4)

14 Purchases greater than ~~one thousand dollars (\$1,000.00)~~ **two**  
15 **thousand five hundred dollars (\$2,500.00)** up to and including ten  
16 thousand dollars (\$10,000.00) shall require three (3) vendor contacts  
17 by phone documented on the requisition or a procurement form.

18 (5)

19 Purchases greater than ten thousand dollars (\$10,000.00) up to and  
20 including twenty-five thousand dollars (\$25,000.00) shall require at  
21 least three (3) letterhead quotations from vendors documented on a  
22 procurement form. A complete file shall be maintained by purchasing  
23 of all quotations received for each requirement.

24 (6)

25 Written contracts shall be obtained for professional and personal  
26 services under subsections (4) and (5) above, which shall comply with  
27 section 7-262, contracts.

28 *(Ord. No. 2005-112, pt. 1, 11-8-05)*

29 **Sec. 7-301. - Blanket purchase order.**

30 (a)

31 A blanket purchase order, authorizing procurements directly from a vendor to  
32 a user department without the necessity for multiple individual purchase  
33 orders, may be issued by the purchasing ~~manager~~ **coordinator** for a period  
34 not in excess of twelve (12) months, and shall be for a combined value not in  
35 excess of ~~one thousand dollars (\$1,000.00)~~ **two thousand five hundred**  
36 **dollars (\$2,500.00).**

37 (b)

38 Blanket purchase orders may be issued only following a written request for  
39 the same by a department head stating that:

40 (1)

41 There is a demonstrated need for multiple purchases of small items;

3  
4 (2)  
5 The interests of efficiency dictate a blanket purchase order is  
6 appropriate;

7  
8 (3)  
9 There are sufficient funds budgeted and approved for the  
10 procurement.

11 (c)  
12 The department head requesting a blanket purchase order shall advise the  
13 purchasing ~~manager~~ **coordinator** in writing to cancel any blanket purchase  
14 order for which there are insufficient funds budgeted and remaining for such  
15 procurement.

16 (d)  
17 A blanket purchase order may be renewed by:  
18 (1)

19 Written request of the department head who requested the original  
20 procurement, certifying that sufficient funds are budgeted and remain  
21 for the procurement and that the need for the blanket purchase order  
22 still exists;

23 (2)  
24 Approval of the purchasing ~~manager~~ **coordinator**.

25 (e)  
26 Blanket purchase orders may be canceled by the purchasing ~~manager~~  
27 **coordinator** at any time upon notice to the user department.

28 (f)  
29 The purchasing ~~manager~~ **coordinator** shall be provided with any  
30 substantiating documentation that the purchasing ~~manager~~ **coordinator**  
31 deems appropriate.

32 *(Ord. No. 2005-112, pt. 1, 11-8-05)*

33  
34 Respectfully submitted,

35  
36 **FINANCE AND HUMAN RESOURCES**  
37 **COMMITTEE**

38 1st Reading \_\_\_\_\_

39 2nd Reading \_\_\_\_\_

40 BOARD ACTION

41 Adopted \_\_\_\_\_

42 For \_\_\_\_\_

43 Against \_\_\_\_\_

\_\_\_\_\_  
Robert N. Miller, Chairman

\_\_\_\_\_  
Q.A. Shakoor, II, Vice-Chairman

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3  
4 Absent \_\_\_\_\_

5  
6  
7 VOTE REQUIRED: Majority \_\_\_\_\_  
8 Thomas Pringle, Secretary

9 Prepared by: \_\_\_\_\_  
10 Corporation Counsel Gilbert Bakke

11  
12 \_\_\_\_\_  
13 Donnie Snow

14  
15 \_\_\_\_\_  
16 John A. Wisch

17  
18 \_\_\_\_\_  
19 Jeff Halbach

20  
21 **The foregoing legislation adopted by the County Board of Supervisors of**  
22 **Racine County, Wisconsin, is hereby:**

23 **Approved: \_\_\_\_\_**

24 **Vetoed: \_\_\_\_\_**

25  
26 **Date: \_\_\_\_\_,**

27  
28 \_\_\_\_\_  
29 **James A. Ladwig, County Executive**

30  
31  
32  
33