

Adopted: April 15, 2026

Revised:

MILWAUKEE METRO FIRE RESCUE CORP.

ADMINISTRATIVE POLICY AND PROCEDURE

Consolidated Purchasing Policy

Purpose : To provide uniform direction for the expenditure of funds for the purchase of goods and services necessary to meet the company's mission.

Policy : The expenditure of funds for the purchase of goods and services shall be consistent with the underlying principles of economy and efficiency. Economy calls for obtaining the quality good or service at the best price. Efficiency calls for developing a process that allows departments to complete their duties in a timely manner. The following procedures address the need for economy and efficiency. Thresholds detailed below may be adjusted if required by applicable laws or regulations.

To the extent allowed by law, Milwaukee Metro Fire Rescue ("MMFR") encourages the use of Disadvantaged Business Enterprises (DBE) when soliciting quotes.

Conflict of Interest: MMFR is committed to a fair, equitable and fully transparent procurement process to assure appropriate use of the funds with which it is entrusted, and to doing it in a manner that treats employees fairly and protects them from accusations of bias or improper dealings.

Conflicts of Interest occur when a person has a real or perceived financial interest or opportunity to obtain anything of value for the private benefit of herself or himself or her or his immediate family or an organization with which the person is associated.

No individual with a real or apparent conflict of interest may participate in the consideration, selection, award or administration of contracts.

1. Purchases of \$10,000 or less. Purchase the item or service and enter the invoice into Tyler Munis and submit for appropriate approvals through workflow. Please note that while competitive quotes are not required, employees are expected to make the best purchase possible. Employees should strive to use the PCard whenever possible for these purchases in order for MMFR to maximize rebate revenue and improve processing efficiency. The PCard should not be used for any sized transaction if the transaction will incur a processing fee greater than 3% from the vendor. (Please refer to PCard Administrative Policy)
2. Capital Outlay Purchases. A Capital Outlay is any single item that exceeds \$10,000 in cost and is a long-lived tangible asset. Capital Outlay items should be ordered using the Requisition to Purchase Order module in Tyler Munis unless the purchase is being made using the City's Pcard. All transactions require appropriate approvals through workflow. An object in the 7000 series of the Chart of Accounts should be used so the item is properly capitalized.
3. Purchases over \$10,000 to \$25,000. Purchases made for items falling within this range require three (3) quotes. Employees must contact the purchasing manager if there are unique circumstances that prevent three (3) quotes from being obtained. Those circumstances must be documented regardless of the manner in which the item

or service is being made. Purchases can be made utilizing the procurement card, or by using the Requisition to Purchase Order module whenever possible. Prior to submitting a Requisition, the using department shall attempt to obtain three written price quotations and shall include scanned copies of the quotations they obtained to the Requisition for review and approval. Quotes and other documentation relevant to the purchase must also be attached to the receipt when utilizing the Procurement Card. The Purchasing Manager may obtain additional quotations consistent with the principles of economy and efficiency.

4. Purchases for Non-Professional Services over \$25,000. Employees shall prepare draft specifications and submit them to the Purchasing Department for the purchase of a good or service in excess of \$25,000. The Purchasing Department shall review the draft specifications for completeness and to ensure that they invite open competition. MMFR shall issue the specifications and invite sealed bids.
5. Co-Operative Agreements/State Contracts - Employees may make purchases from another unit of government, including the state or federal government or public cooperative buying groups, provided the price of the purchase was set by open, competitive bids. Utilizing one of these agreements will waive the requirement of obtaining three written quotes. Cooperative agreements must be reviewed prior to use to determine that the following conditions are met:
 - a. The contract must be open for the use of other states/agencies and the contract term has not expired.
 - b. Prices must be the same or better than those MMFR could expect to obtain if a bid or RFP was conducted.
 - c. Terms and conditions are acceptable to MMFR and consistent with the City's standard terms and conditions.
6. Public Construction Purchases over \$50,000. MMFR shall prepare and submit to the Joint Fire Commission specifications for public construction projects, the cost of which is estimated to exceed \$50,000. MMFR shall advertise the project and shall open sealed bids in accordance with Section 62.15 of the Wisconsin statutes. Awarded bids should be entered as contracts into Tyler MUNIS.
7. Purchases for Professional Consulting Services - Professional Consulting Services are defined as services of a unique nature for which price is typically not the major differentiating factor between firms and work product represents intellectual property and is deliverable based, such as engineering services, legal, land use planning and financial analysis.
 - a. Professional Consulting Services Not Exceeding \$50,000. For the procurement of professional consulting services greater than \$10,000 but not more than \$50,000, the Purchasing Department is authorized to utilize informal methods and procedures for acquisition of such services. Generally, procurement of such services will be obtained through quotation or informal written solicitation. Request for proposal (RFP) remains the preferred process, however, recognizing there are unique situations and circumstances, the MMFR treasurer can waive the RFP process. Contracts will be reviewed and approved by both the MMFR treasurer and legal counsel.
 - b. Professional Consulting Services equal to or greater than \$50,000 but less than \$100,000

- i. Develop a scope of services and determine necessary qualifications.
 - ii. Select a firm from a prequalified list developed by either the requesting department, firms certified by the Department of Transportation (DOT) or registered Disadvantaged Business Enterprise (DBE) for the services required and solicit a proposal from such firm, which proposal will serve as the basis for negotiation of a contract.
 - iii. If an acceptable agreement cannot be negotiated with the selected prequalified firm, negotiations will cease and the requesting Department Director may select another firm from the list and follow the same procedures.
 - iv. Once an acceptable agreement is negotiated with a prequalified firm, as defined above, the contract can be awarded with approval from the MMFR treasurer and legal counsel so long as budgeted funds are available.
 - v. If the professional service is over \$50,000 and no prequalified list exists for the service requested, the Department Director will develop and issue a Request for Proposal.
 - vi. Upon the successful evaluation of the responses and completion of the negotiations, MMFR will issue a contract award with Commission approval.
- c. Professional Consulting Services Equal to or greater than \$100,000
- i. A request for proposals must be utilized unless there are special circumstance for which Commission approval is then required to waive this provision.
 - ii. Responses will be evaluated by MMFR staff against the criteria set for in the request for proposals.
 - iii. Upon the successful evaluation of the responses and completion of the negotiations, the MMFR treasurer and legal counsel must review and approve the contract.
 - iv. Commission approval is required.
 - v. A contract may be then issued and must be entered into Tyler MUNIS
8. Contract Terms and Conditions. When procuring any type of service, MMFR is required to use a “Standard General Terms and Conditions” document maintained by the City of West Allis City Attorney’s Office. The Standard contract is subject to modification for individual circumstances and shall include hourly rates.
- a. Changes to the Terms and Conditions documents require review and approval by MMFR legal counsel.
 - b. Multi-year contracts must be entered into Tyler MUNIS as unencumbered contracts. All contract documents including terms and conditions must be attached. Annual purchase orders, or direct pay invoices, must be issued against the contract.
9. Prequalification Process for Skilled trades. MMFR may procure skilled trade services from the City of Wauwatosa’s list of prequalified vendors (examples: Roofing, HVAC, Electrical, Plumbing, etc.) to perform minor or emergency services not to exceed \$25,000, unless the selected vendor is a certified DBE for which limit shall be \$30,000.
10. Debarment. Prior to committing to any purchase or contract \$25,000 or more, the Purchasing Manager will check the online Federal System for Award Management (SAM) to determine whether any relevant party is subject to any suspension or debarment restrictions. (Note: Particular attention should be made when making multiple smaller purchases with the same companies or firms so as not to exceed the threshold limit without proper documentation.)

11. Approval Thresholds. The Commission President and/or Fire Chief may designate an employee(s) as a “Business Manager”. Designated employees have the ability to approve purchasing transactions up to \$10,000. Purchases up to \$25,000 require the Fire Chief’s or Commission President’s approval. Purchases greater than \$25,000 require approval from the MMFR treasurer. Approvals are completed electronically within Tyler MUNIS.
12. Change Orders. All Change Orders require Fire Chief or Commission President approval through workflow in Tyler Munis. Commission approval is required for change orders that:
 - a. Result in a new TOTAL purchase order amount that is greater than \$25,000 (this limit is \$50,000 for professional consulting services.) This does not apply to Public Construction contracts.
 - b. Cumulative total of change orders exceeds 15% of the original Purchase Order/Contract
13. Miscellaneous
 - a. Employees may make purchases on behalf of MMFR, when necessary, using personal cash. Reimbursement for such purchases shall be documented by use of the Employee Reimbursement procedure. The employee will use Tyler Munis to enter the request and attach the receipt for the purchase. As in item 1. above, the employee should strive to use the PCard whenever possible for these purchases. The procedure above may also be used to request a check in advance of making a purchase such as a subscription, registration at a conference, etc.
 - b. Purchases may not be subdivided or aggregated in order to meet the dollar thresholds described above.
 - c. In an emergency, in which essential utilities or services have been interrupted and the timing of purchase is critical, the Fire Chief and Commission President are authorized to utilize a pre-qualified vendor, or, if a prequalified vendor list does not exist, then to engage a qualified vendor. If possible, the Purchasing Manager should be consulted. Once the emergency has been alleviated, the Fire Chief shall document the nature of the emergency and report the expenditure to the Joint Fire Commission as soon as possible.

Change Log

| Date | Change |
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