Resolution No. 26-2012

Resolution to Amend the Purchasing Policy (Policy 912) for Auction and Motor Fuel Purchases

TO THE HONORABLE SUPERVISORS OF THE COUNTY BOARD OF THE COUNTY OF POLK:

Ladies and Gentlemen:

WHEREAS, the policy of Polk County is to purchase necessary goods and services at the lowest possible price with the greatest transparency and opportunity for competition, and

WHEREAS, purchase of used equipment through auction can provide significant savings but also incurs some risk relating to the purchase of faulty equipment, and

WHEREAS, adequate steps can be taken to minimize this risk through the use of third-party inspections, and

WHEREAS, the regular sealed bid process does not necessarily result in the lowest price for motor fuels due to price volatility and limited number of vendors willing to participate in a sealed bid process, and

WHEREAS, fuel is an interchangeable commodity for which the lowest price can be determined easily at the time of purchase ensuring the lowest cost.

THEREFORE BE IT RESOLVED, that the Polk County Board of Supervisors amends Policy 912 (Purchasing Policy), as follows:

Page 11, amend the first paragraph in the section "auctions" as follows:

> Purchasing agents may purchase goods at auction only if the vendor offers protection against purchasing defective or erroneously described merchandise, or prior inspection of merchandise, ~~and that~~ <u>or if</u> the vendor allows for refunds, if necessary, after a physical inspection of the goods received. <u>If the vendor does not allow for refunds or offer protection against purchasing defective or erroneously described merchandise, then the purchasing agent must obtain a prior third-party inspection for all goods with estimated value greater than $7,500. If the estimated value is less than $15,000, the results of this inspection may be transmitted verbally to the purchasing agent; if the estimated value is greater than $15,000 the results of this inspection must be in writing and include a review of all mechanical systems, analysis of oils and fluids for motorized equipment, evaluation of service records, and an overall determination that the goods are as described.</u>

Page 11, after "Auctions" insert a new paragraph to read:

<u>MOTOR FUELS</u>

lowest price available at the time of purchase. At least three vendors should be contacted, and either a price quote or a refusal to bid noted in the bidding documentation.

Funding Amount and Source: Not applicable
Finance Committee Advised: May 9, 2012
Finance Committee Recommendation: Outstanding Upon Distribution to County Board
Polk County Highway Committee: May 7, 2012
Polk County Highway Committee Recommendation:
Date Submitted to County Board: May 4, 2012 for the May 15, 2012 Meeting
Effective Date: Upon passage.

Submitted and Sponsored By:

Marvin Caspersen
Leon Johansen
Craig Moreak
Thomas M. Mayer

Review By County Administrator:

- [x] Recommended
- [ ] Not Recommended
- [ ] Reviewed Only

Dana Frey, County Administrator

Review By Corporation Counsel:

- [x] Approved as to Form
- [x] Recommended
- [ ] Not Recommended
- [ ] Reviewed Only

Malcolm T. Malone for
Jeffrey B. Fuge, Corporation Counsel

County Board Action:

On May 15, 2012, the Polk County Board of Supervisors adopted Resolution No. 26-12: Resolution to Amend the Purchasing Policy (Policy 512) for Auction and Motor Fuel Purchases by a ~~majority vote of all supervisors of~~ _____ ~~in favor and~~ _____ ~~against~~.

unanimous voice vote

William F. Johnson, IV, Chairperson

Attest: Carole T. Wondra Dated: 5-23-12

Carole T. Wondra, County Clerk

On the _____ day of May, 2012 a copy of this resolution was published in the Inter-County Leader in conformity with Wisconsin statute Section 65.90(5)(a).

_____ Dated: _____

Carole T. Wondra, County Clerk

STATE OF WISCONSIN)
) SS
COUNTY OF POLK)

I, Carole T. Wondra, Clerk for Polk County, do hereby certify that the attached is a true and correct copy of Resolution No. 26-12 that was adopted by the Polk County Board of Supervisors on May 15, 2012.

Carole T. Wondra 5-23-12
Carole T. Wondra, Polk County Clerk (date)