



City of Waukesha
201 Delafield Street
Waukesha, WI 53188
Tel: 262.542.3700
waukesha-wi.gov

City of Waukesha Cover Sheet

Committee: Finance Committee	Meeting Date: 08/11/2025
ID Number:	Ordinance/Resolution Number (if applicable): N/A
Name of Submitter: Anthony W. Brown & Joseph Ciurro	Target Next Board/Council Meeting Date: 08/18/2025
Agenda Item Title: Review and Act on revised Financial Policy, F-6.0 Purchasing and Bidding, as presented.	

Issue Before the Board/Council:

It has been a number of years since the existing purchasing and bidding policy has been reviewed or revised. As noted as an objective in the City's 2024-2029 Strategic Plan, all financial policies are to be reviewed by December 31, 2026. In response, City Administration determined that it was appropriate to start reviewing this policy, given its impact on all City Departments. The proposed revisions focus on definitions of the roles throughout the City for procurement, types of purchases and the criteria for purchase approvals.

Options & Alternatives:

Option 1: Approve the revised Financial Policy, F-6.0 Purchasing and Bidding, as proposed.
Option 2: Reject and either request further revisions or leave policy as is.

Additional Details:

The proposed changes include:

- Defining the difference between the procurement of Public Construction and other goods and services.
- Changing procurement thresholds for Non-Public Construction as follows:
 - From \$25,000 to \$75,000; Items over \$75,000 would be procured following a RFP/RFQ process and require Council approval.
 - From \$5,000 to \$25,000 to \$10,000 to \$75,000; Items greater than \$10,000 and less than or equal to \$75,000 would require 3-informal quotes. If the total cost of the purchase does not exceed the budget line-item amount, purchase can be administratively approved or contract executed through City Administration.
 - From \$5,000 to \$10,000; Items less than or equal to \$10,000 would be procured at the discretion of the responsible department director, or designated purchasing official and if the item does not exceed the budget line-item, would be approved administratively.
- Defining various procurement methods (RFP, RFQ, RFI, Sole Source, State Contract pricing, etc.)



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What is the Strategic Plan Priority this item relates to:

Financial Sustainability

What impact will this item have on the Strategic Plan Priority?

All financial policies need to be reviewed and revised by December 31, 2026.

Financial Remarks:

The Finance Director recommends the revisions note to the Purchasing and Bidding policy.

Suggested Motion:

Move to Approve revised Financial Policy, F-6.0 Purchasing and Bidding, as presented.

Reviewed By:

Finance Director Joseph P. Ciarro	Date Reviewed 08/06/2025
City Attorney Brian Running	Date Reviewed 08/08/2025
City Administrator Anthony Brown	Date Reviewed 08/08/2025