

**RESOLUTION 1286
REPEALING RESOLUTION 1183 and
UPDATING CITY OF LANDER PROCUREMENT POLICIES
FOR CONTRACTED SERVICES, PUBLIC CONSTRUCTION PROJECTS AND
VEHICLE PURCHASES**

WHEREAS the City of Lander is required by Federal and State Law to establish procurement policies; and

WHEREAS the City of Lander desires to update procurement policies set forth in Resolution 1183 pertaining to all grants, loans, bids, proposals and quotes as previously set forth in Resolution 1883; and

WHEREAS the City of Lander desires to repeal Resolution 1183 and to supersede Resolution 1183 with Resolution 1286; and

WHEREAS the City of Lander CONTRACT FOR PROFESSIONAL SERVICES AND PURCHASING POLICY FOR PUBLIC SERVICE PROJECTS BETWEEN \$7,500 & \$75,000 policy pertaining to contracts for services, purchasing policy and the procurement policy for public construction projects and purchases as set forth Wyoming State Statute §15-1-113 as amended shall be as follows.

1. For all professional services and public projects or purchases between \$7,500 and \$75,000, the Department Head shall notify the City Clerk and together they shall solicit proposals/quotes from a minimum of three suppliers or contractors who perform work of the nature sought preferably contractors and professionals located in Fremont County.

(a) The City will make every effort to obtain necessary proposals/quotes from the local suppliers and contractors. Such solicitation shall be in writing and shall be given no less than one week prior to the date set for submission of proposals/quotes. In the event that proposals meet the required specifications and are nearly equal in price and quality of service, preference shall be given to the local supplier/contractor.

(b) In the event the city is unable to receive three proposals or quotes the City Administrator may authorize 2 quotes or a sole source justification.

2. In soliciting proposals/quotes the department head shall set a date and time that the proposals/quotes must be received. All proposals/quotes shall be delivered to the City Clerk prior to the date and time established for submitting proposals/quotes clearly marked "Proposal" and if advertised as such publicly opened on that date and at that time. Any proposals/quotes not received by the date and time fixed shall not be opened or considered.

3. This policy shall not apply to public improvement projects which must be done on an emergency basis, such that further damage will be caused, or services cannot be rendered if there is a delay of one week or more in performing the work. In such a case the department head shall contact the first available supplier or contractor to perform the work and he shall not be required to solicit proposals/quotes.

City Hall will maintain all original proposals and quotes. Copies will be provided as needed.

WHEREAS, the City of Lander PROCUREMENT POLICY FOR PUBLIC CONSTRUCTION PROJECTS AND PURCHASES EXCEEDING \$75,000 as set forth in Wyoming State Statute §15-1-113 as amended provides that contracts for public improvements that exceed \$75,000 in value shall be publicly advertised and bid and that W.S. §§16-1-101-16-6-121 provides the requirements for all public improvement bids.

WHEREAS, the Department Head will work with the City Clerk to develop the advertisement, for all contracts for any type of public improvement, excluding contracts for professional services or where the primary purpose is emergency work or maintenance, which will be advertised in the official newspaper two times 7 days apart in accordance with WS 15-1-113 and 16-1-101 et seq. The bid will be a sealed bid with the name of the project on the outside of the envelope. The bids will be open at a designated time, at City Hall. The City of Lander will give preference of 5% to materials, supplies, agricultural products, equipment, machinery and

provisions produced, manufactured or grown in Wyoming, or supplied by a resident of the state, quality being equal to articles offered by the competitors outside of the state (WS 16-6-106).

WHEREAS, in accordance with Wyoming State Statute §15-1-11 as amended if the city is unsuccessful in acquiring a vehicle or heavy equipment bid as provided by this resolution, the city may proceed to acquire a vehicle or equipment for which the bid was sought through a solicitation process, provided that the cost of vehicle or equipment to be obtained under this subsection shall not exceed \$250,000.00. A successful bidder shall not be required to furnish a bond or other form of guarantee if the contract is for the purchase or lease of a new automobile or truck that costs less than \$100,000.00.

The original bids will remain at City Hall. Copies of the bids can be made to the department head.

The bids will be awarded at a regular council meeting.

NOW THEREFORE, Resolution 1183 is hereby repealed and is hereby superseded and replaced by Resolution 1286 and henceforth, at any time procurement needs to take place these applications of Resolution 1286 will govern.

PASSED, APPROVED AND ADOPTED the ____ day of ____ 2023.

The City of Lander
A Municipal Corporation

Attest:

By: _____
Monte Richardson, Mayor

Rachelle Fontaine, City Clerk

CERTIFICATE

I, Rachelle Fontaine, hereby certify that the foregoing Resolution was adopted by the Governing Body of the City of Lander at a regular meeting held on April 11, 2023, and that the meeting was held according to law; and that the said Resolution has been duly entered into the minute book of the City of Lander.

Rachelle Fontaine, City Clerk