



Purchasing and Procurement Policy

Adopted July 5, 2023

Table of Contents

<u>Section</u>	<u>Title</u>	<u>Page</u>
1	Purpose	3
2	Definitions	4
3	Tax Exempt Status	6
4	Use of Municipality Name	6
5	Cooperative Purchasing	6
6	Purchases from Employees of the City	6
7	Employee Reimbursements	6
8	Petty Cash Fund	6
9	Types of Procurement	6
9.1	Procurement General Information	6
9.2	Micro-purchase	7
9.3	Small Purchase	7
9.4	Sealed Bids	7
9.5	Competitive Proposals (RFQ and RFP)	9
9.6	Non-Competitive Proposals	9
10	Original Contract Documents and Maintenance Agreements	11
11	Receiving of Supplies and Equipment	11
12	Method of Payment	12
13	Governing Body Procedures	12
	Appendix A - Matrix	13
	Attachment A - Federal Fund Policy	14

Purchasing and Procurement Policy

The purpose of this policy is to establish a standard for City of Sheridan employees to assure continuity and uniformity in purchasing practices. This Policy is not intended to address every issue, exception, or contingency that may arise in the course of purchasing activities. Employees should always exercise good sound judgment, seek the best value when using City resources and keep within the budget authorized by the Governing Body. Each purchase shall encourage open competition between suppliers and contractors, while seeking the best value for the City.

The City of Sheridan will adhere to W.S. § 15-1-113 when purchasing new vehicles and contracts for public improvements. Specifically, any new automobile or truck shall be bid regardless of cost. Contracts for public improvement, excluding contracts for professional services or where the primary purpose is emergency work or maintenance, shall be advertised for bid or for response if a request for proposal or qualification for construction manager agent, construction manager at risk or design-builder is used, if the estimated cost, including all related costs, exceeds a bid threshold of seventy-five thousand dollars (\$75,000.00).

The City of Sheridan will refer to 2 CFR 200 when purchasing or procuring with Federal funds. In accordance with 2 CFR 200.320 (a)(2)(ii), the simplified acquisition threshold is set at \$75,000.

The City of Sheridan belongs to various cooperative purchasing consortiums and staff are encouraged to purchase under those awards whenever practical.

Employees will be encouraged to purchase from local Sheridan County businesses or Wyoming businesses if there are no local businesses. To maintain fiscal responsibility, purchases from these businesses will be given preference as long as their quote or bid is no more than 5% higher than the lowest quote or bid.

Charter Ordinance 2202 assigns the duties and responsibilities for the purchase and procurement of good, services, and materials as follows:

Article 3(c) states “The City Administrator shall be the purchasing agent for the City subject to the requirements of statutes, ordinances, and rules and regulations now or promulgated by the Governing Body, and shall purchase materials and authorize expenditures of funds on behalf of the City.”

Article 2(d) states: “The City Administrator shall... supervise the administrative functions of all departments of the City; issue administrative regulations and outline general administrative procedures applicable to all areas and departments.”

In the following policy, an assignment to the City Administrator to establish guidelines and procedures is intended to designate such matter as a general administrative procedure. Any of the identified general administrative procedures may be amended, altered, or changed at the discretion of the City Administrator without the Governing Body’s approval.

1. PURPOSE

- 1.1. Purchasing objectives serve as a set of guidelines to be used by the Administration, City personnel and the Purchasing Agent in achieving responsible and intelligent decisions when purchasing and procuring services, supplies, and equipment.

1.2. The objectives of this Policy are as follows:

- Assure responsible and accountable procurement of commodities, contractual services, equipment, and capital outlay items.
- Assist management at all levels in reaching responsible, cost-effective decisions in the purchasing of quality supplies and services for City use.
- Formulate policies which maximize the efficiency of the City's purchasing process.
- Promote goodwill and clear communication in City/vendor relations relative to purchasing.
- Promote equal-opportunity policies through professional relations with vendors.
- Ensure compliance with Federal requirements for Federally funded purchases.
- Ensure compliance with State requirements for State funded purchases.

2. DEFINITIONS

- a. "Architectural and/or Engineering Services" means professional services of an architectural or engineering nature, as defined by state law, if applicable, that are required to be performed or approved by a person licensed, registered, or certified to provide the services described as follows:
- professional services of an architectural or engineering nature performed by contract that are associated with research, planning, development, design, construction, alteration, or repair of real property; and
 - other professional services of an architectural or engineering nature, or incidental services, which members of the architectural and engineering professions (and individuals in their employ) may logically or justifiably perform, including studies, investigations, surveying and mapping, tests, evaluations, consultations, comprehensive planning, program management, conceptual designs, plans and specifications, value engineering, construction phase services, soils engineering, drawing reviews, preparation of operating and maintenance manuals, and other related services.
- b. "Bid" means the offer made by a contractor or vendor in response to an advertisement for bid pursuant to Wyoming State Statute.
- c. "Purchasing Agent" means the City Administrator or designee.
- d. "Consultant" means engineering firms, architectural firms, surveying firms, and other firms or individuals engaged in providing consulting or other professional services.
- e. "Contractor," means any person who is a party to a contract with a public entity to construct, renovate or perform major maintenance of any highway, public building, public work or public improvement, structure or system. W.S. § 16-6-701(a)(ii).
- f. "Department Head" means the person designated as the administrative official who oversees a department in accordance with Ordinance 2-10.
- g. "Department Supervisor" means a supervisory position who reports to the Department Head.
- h. "Electronic Requisition" hereinafter referred to as an 'eReq', is the official document that records information regarding the purchase and obligates the funds in the budget.

- i. “Resident,” means a natural person, association or business entity authorized to be formed under Wyoming Statute Title 17, or the laws of another state which are the functional equivalent, and that is certified as a resident by the Department of Workforce Services following receipt of an affidavit executed and sworn to by a chief executive officer of the entity setting forth information required by the department to determine compliance with this act and prior to bidding upon the contract or responding to a request for proposal. W.S. § 16-6-101(a)(i)
- j. “Maintenance” means any repair which does not constitute “Major Maintenance.”
- k. “Major Maintenance” means the repair or replacement of complete or major portions of building and facility systems at irregular intervals which is required to continue the use of the building or facility at its original capacity for its original intended use and is typically accomplished by contractors due to the personnel demand to accomplish the work in a timely manner, the level of sophistication of the work or the need for warranted work. W.S. § 16-1-101(a)(v).
- l. “New Vehicle” means any motor vehicle that has had no previous owner and is still covered by the manufacturer’s warranty.
 - Automobile means a 4-wheeled vehicle that is propelled by fuel, or by alternative fuel, manufactured primarily for use on public streets, roads and highways and rated less than 10,000 pounds gross vehicle weight. 49 USC 32901(a)(3).
 - Truck is defined as a motor vehicle designed, used or maintained for the transportation of property, including pickup trucks but excluding multipurpose vehicles and cars.
- m. “Project Manager” means the assigned Department Head or his/her designee responsible to oversee specified projects and tasks.
- n. “Public Improvement” means an improvement made within any City for which general bonded obligation may be incurred. W.S. § 15-1-101(a)(xi)
- o. “Procurement” means buying, purchasing, renting, leasing or otherwise acquiring any supplies or services. W.S. § 9-2-1016(a)(i)
- p. “Sealed Bid” means a bid which is not revealed or evaluated until the date of public opening, per W.S. § 15-1-113.
- q. “Services” means the furnishing of labor, time or effort by a contractor to an agency. The term does not include employment agreements. W.S. § 9-2-1016(a)(ii)
- r. “Supplies” means all property, including but not limited to, furniture, fixtures, stationery, printing, paper, fuel and equipment of every kind required for use in the offices, service and functions performed by agencies, and for repairing, heating and lighting the buildings; and insurance and bonds from licensed Wyoming agents as required. W.S. § 9-2-1016(a)(iii)

3. TAX EXEMPT STATUS

- 3.1. The City of Sheridan is exempt from most state sales taxes and some excise taxes. The City may also be exempt from other State's sales taxes if that State participates in the Streamlined Sales & Use Tax Agreement with the State of Wyoming. The City of Sheridan's Federal Tax Identification number is **83-6000090** and the State Tax Exempt number is **69-0830210**. These numbers may only be used for City of Sheridan purposes. All employees who make purchases on behalf of the City shall ensure that the vendor is informed of the City's tax exempt status. If proof of exemption is required by the vendor, proper documentation may be obtained from the Treasurer's office.

4. USE OF MUNICIPALITY NAME

- 4.1. The City of Sheridan's name shall not be used for personal gain. This includes, but is not limited to, the use of the name to receive or request discounts on supplies, equipment, services or any other function that could be construed or perceived as "for personal gain."

5. COOPERATIVE PURCHASING

- 5.1. When two (2) or more entities join to buy one (1) or more items, the venture is called cooperative or collective purchasing. The Treasurer shall approve the use of cooperative agreements bid by other governmental agencies, unless otherwise provided by this Policy. An example would be the City using a State of Wyoming bid for vehicles.

6. PURCHASES FROM EMPLOYEES OF THE CITY

- 6.1. The Purchasing Agent must authorize all purchases of supplies and services from current employees or their business interests. This authorization must be in writing, signed by the designated City official and placed in the individual's personnel file. All such purchases shall comply with the City of Sheridan Employee Handbook and this Policy.

7. EMPLOYEE REIMBURSEMENTS

- 7.1 Any purchases made by City employees in accordance with their scope of duties, may be reimbursed in accordance with procedures established by the City Administrator.

8. PETTY CASH

- 8.1 The Treasurer's Office shall have a petty cash fund not to exceed \$1,000. The management and procedures of the purchase shall be in accordance with procedures established by the City Administrator.

9. TYPES OF PROCUREMENT

9.1 General Information

- a. Any procurement made with federal funds must, unless otherwise specified by Wyoming Statute, Federal Law or Federal rule, follow the provisions of 2 CFR 200, as per City of Sheridan Resolution 23-17 passed June 19, 2017, which is included as **Attachment A**.
- b. Purchases **SHALL NOT** be split into multiple transactions in order to stay within the purchase limit.

- c. All procurements must be followed by a detailed receipt/invoice or progress billing, as appropriate.
- d. A matrix of the types of procurement is attached as **Appendix A**.
- e. Due to the uniqueness and complexity of purchasing art, the City of Sheridan Public Arts Committee purchases shall be exempt from the bidding and procurement process unless otherwise required by Wyoming Statute or City Ordinance.
- f. Joint Powers Boards in which the City is a member or provides bookkeeping services for, are exempt from this policy.
- g. Assets purchased with a value of over \$5,000 or assets with a value of over \$500 which are sold, traded, or scrapped shall be reported to the Treasurer's office in accordance with the procedure established by the City Administrator.
- h. The following types of procurements or award of funds to another party shall be approved by the Governing Body:
 - 1. Contract for services which exceed \$75,000;
 - 2. Memorandums of Understanding with governmental entities or non-profits unless otherwise provided by City ordinance, statute, or Federal law;
 - 3. General Purpose Excise Tax (GPET) awards

9.2 Micro-purchase

- a. Procurement by micro-purchase is the acquisition of supplies or services in which the aggregate dollar amount does not exceed \$10,000. The management and procedures of the funds shall be in accordance with procedures established by the City Administrator. The micro-purchase limit is applied as follows:
 - i. With federal funds, the purchase limit is for the life of the grant.
 - ii. With all other funds, the purchase limit is the fiscal year.

9.3 Small purchase

- a. Small purchases are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than \$75,000.
- b. Small purchases greater than \$10,000 but not exceeding \$75,000 require three (3) **written** quotes and approval by the Department Supervisor and Department Head.
- c. Written offers may include advertised price comparisons between the same item or good provided that the item or good compared are comparable.
- e. The purchase limit for small purchases applies to each purchase, regardless of funding.
- f. All other rules governing the management and procedures of the purchase shall be in accordance with procedures established by the City Administrator.

9.4 Sealed Bids

- a. Requirements
 - i. Sealed bids are required for any type of public improvement if the estimated cost exceeds \$75,000, except for professional services, emergency work or maintenance; see W.S. § 15-1-113.
 - ii. Sealed bids are required for the purchase or lease of a new automobile or truck regardless of cost; see W.S. § 15-1-113.
 - iii. Additionally, sealed bids are required for all purchases of supplies, equipment or vehicles if the estimated cost exceeds \$75,000, unless otherwise excluded per this policy.
 - iv. All bids shall meet the requirements of W.S. § 15-1-113 and W.S. § 16-6-101 through W.S. § 16-6-118.
- b. Specifications

- i. Sealed Bid Specifications shall be set by the City Administrator or designee.
- c. Standard Bid Package
 - i. The standard bid package shall be developed by the City Administrator.
 - ii. For non-federally funded public work projects, the 5% Wyoming bidder preference clauses shall be included; see W.S. § 16-6-102, W.S. § 16-6-104, W.S. § 16-6-105, W.S. § 16-6-106 and W.S. § 16-6-107. For federally funded projects, the suspension and debarment statement must be included.
 - iii. Any restriction in the specifications that could be considered restrictive of competition is prohibited. They include, but are not limited to:
 - Placing unreasonable requirements on firms to prevent them from qualifying.
 - Requiring unnecessary experience and excessive bonding
 - Non-competitive pricing practices between firms or between affiliated companies
 - iv. The City Administrator may approve bid packages which vary from standard if necessary to meet the purpose of this Policy. Provided, nothing herein shall prevent the City Administrator from establishing the standard language, forms and requirements necessary to ensure compliance with this Policy, Wyoming Statute and City Ordinance.
- d. Advertisement and Invitation to Bid; see W.S. § 15-1-113(b)
 - i. The Department Head must sign all advertisements and invitations to bid.
 - ii. All legal ads shall be placed by the City Clerk.
 - iii. The advertisement and invitation to bid shall be published on two (2) different occasions, at least seven (7) days apart in the local newspaper, or according to the funding agency's requirements. The published notice shall state:
 - the place, date and time of any pre-bid meetings
 - the place, date and time when the bids will be received
 - the place, date and time when the bids will be publicly opened
 - the place where interested persons may obtain the bid package
 - the bond requirement
 - any automobiles or trucks for trade-in if a new automobile or truck is to be purchased
 - except for federally funded projects, a statement that "preference is hereby given 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;" See W.S. § 16-6-106.
 - iv. The City shall make an effort to notify known local vendors of upcoming bids.
- e. Awarding the Bid/Notice of Award
 - i. The Project Manager or Department Head will review the bids and put together a bid tabulation of all bidders and submitted bids.
 - ii. Prior to awarding, the City Attorney shall review all contracts.
 - iii. A public works contract shall be awarded to the responsible certified resident making the lowest bid if the certified resident's bid is not more than five percent (5%) higher than that of the lowest responsible non-resident bidder; see W.S. § 16-6-102.
 - iv. The Project Manager or Department Head shall issue an award letter of recognition which shall be presented to the Governing Body for approval.
 - v. The Governing Body shall award the bid at a scheduled Council meeting.
 - vi. The contract shall be executed by the Mayor and attested by the Clerk, or his/her

designee and copies must be given to the City Clerk, the Treasurer, the consultant or vendor and the Department Head, if applicable.

- vii. The Project Manager or Department Head shall issue the Notice of Award to the successful bidder.
- viii. The successful bidder shall furnish the performance guarantee within 30 days.
- f. Advertisement for Final Payment
 - i. Before the City is to make the final payment on any contract for which a bond or other financial guarantee is required, the City shall publish once a week for three (3) consecutive weeks and also post in three (3) conspicuous places at the place of work, forty (40) days before the final payment, a notice that the contractor is entitled to final settlement and that the City will pay to the contractor the full amount due under the contract; see W.S. § 16-6-116.
 - ii. No final payments shall be made to a contractor without a sworn statement from the contractor setting forth that all claims for material and labor performed under the contract have been paid and are paid for the entire period of time for which the final payment is to be made. If any claim for material and labor is disputed, the sworn statement shall so state and the amount claimed to be due the laborer shall be deducted from the final payment and retained by the City until the determination of the dispute, either by judicial action or consent of the parties, and then paid by the City to the persons found entitled thereto; see W.S. § 16-6-117.

9.5. Competitive Proposals (RFP or RFQ)

a. Requirement

- i. Request for proposals/qualifications are required for professional services for construction manager agents, construction manager-at-risk or design-builder if the estimated cost exceeds \$75,000; see W.S. § 15-1-113.
- ii. Request for proposals/qualifications are required for all other services, including maintenance, if the estimated cost exceeds \$75,000.
- iii. Additionally, requests for proposals/qualifications are required for all leases of equipment if the estimated cost exceeds \$75,000.
- iv. If the project or procurement is receiving funding from an outside funding agency, City staff must receive written approval from the funding agency to utilize the RFP/RFQ process.

b. Procedures

- i. The City Administrator shall set procedures for the use of an RFP or RFQ. The City Administrator approved procedures shall comply with all applicable federal and state statutes.

9.6. Non-Competitive Proposals

a. Limitation - Non-Competitive proposals may be used only when one or more of the following circumstances apply:

- i. Single Source Requirements
 - Single source procurement is when there is only one vendor who can provide the goods or services.
 - Procurement without competition is authorized under limited conditions and subject to written justification documenting the conditions which preclude the use of a competitive process.
 - A requirement for a particular proprietary item (i.e., a brand name specification) does not justify single source procurement if there is more

than one potential vendor for that good or service. Price is not a consideration to justify sole source procurement. In cases of reasonable doubt, competition should be solicited. The Department Head shall determine if the price is fair and reasonable.

- The Department Head shall take reasonable steps to avoid using single source procurement except in circumstances where it is both necessary and in the best interests of the City. The Department Head shall take action, whenever possible, to avoid the need to continue to procure the same supplies and/or services without competition.
- The requesting department shall submit a memo to the Purchasing Agent of source justification along with any other pertinent information regarding the single source procurement, i.e. vendor quote, literature, etc.
- The Purchasing Agent must approve all single source procurements unless such selection is required to be approved by the City Governing Body or otherwise allowed by this Policy.

ii. Expressly authorized by Federal Agency or Pass-Through

iii. Inadequate Competition Requirements

- Inadequate Competition procurement is when only one vendor has the expertise or specific product and the other competitors products and services cannot meet the needs of the City.
- Procurement without competition is authorized under limited conditions and subject to written justification documenting the conditions which preclude the use of a competitive process.
- A requirement for a particular proprietary item (i.e., a brand name specification) does not justify single source procurement if there is more than one potential vendor for that good or service. Price is not a consideration to justify sole source procurement. In cases of reasonable doubt, competition should be solicited. The Department Head shall determine if the price is fair and reasonable.
- The Department Head shall take reasonable steps to avoid using Inadequate Competition procurement except in circumstances where it is both necessary and in the best interests of the City. The Department Head shall take action, whenever possible, to avoid the need to continue to procure the same supplies and/or services without competition.
- The requesting department shall submit a memo to the Purchasing Agent of source justification along with any other pertinent information regarding the Inadequate Competition procurement; i.e. vendor quote, literature, etc. and an explanation why the vendor service or good cannot be found from other vendors.
- The Purchasing Agent must approve all Inadequate Competition procurements unless such selection is required to be approved by the City Governing Body or otherwise allowed by this Policy.

b. Emergency purchase

- i. An emergency purchase is a purchase that is essential to the life, health or convenience of the citizens of Sheridan. Examples of such emergencies may be a breakdown of the electrical system, water supply or critical vehicles.
- ii. When an emergency condition exists that prevents the use of a competitive procurement method, the City may conduct procurement on an emergency basis. Emergency procurements may be negotiated on a single source or limited competition basis as dictated by the circumstances surrounding the emergency.

- iii. Emergency purchases are authorized if expressly allowed by Federal Agency or Pass-Through.
- iv. An emergency purchase may be made when there is inadequate competition.
- v. Emergency procurements **do not** include:
 - Procurements that need to be rushed because of a failure to plan ahead
 - End of the fiscal year procurements
 - End of a grant/contract procurement
 - Emergency Proclamation has been issued by the Mayor or City Governing Body in accordance with Ordinance 2-68 through 2-71
- vi. Authority to make Emergency Procurements
 - Approval by the Purchasing Agent, or his/her designee, shall be obtained prior to the procurement. In the event an emergency arises after normal working hours, the requesting department shall notify the Purchasing Agent as soon as reasonably possible.
 - The emergency procurement shall be limited to the procurement of only the types of items and quantities or time period sufficient to meet the immediate threat and shall not be used to meet long-term requirements.
- vii. Documentation
 - As soon as practicable, the Department Head shall prepare a written justification, to be approved by the Purchasing Agent, that sets forth the justification for the emergency procurement. The justification shall include the following:
 - A. the basis for the emergency procurement including the date the emergency first became known;
 - B. a listing of the supplies and/or services procured;
 - C. a description of the efforts made to ensure that proposals or offers were received from as many potential vendors as possible under the circumstances;
 - D. the basis for the selection of the selected vendor
- viii. Emergency Proclamation Purchases.
 - Purchases made in accordance with an Emergency Proclamation issued by the Mayor or City Governing Body in accordance with Ordinance 2-68 through 2-61 shall be governed by the Proclamation. Provided, no purchase may be made which would violate federal or state law. All purchases, unless otherwise directed by the Emergency Proclamation, shall be approved by the City Administrator.

10. ORIGINAL CONTRACT DOCUMENTS AND MAINTENANCE AGREEMENTS

- 10.1 All original documents and agreements, bid packages, bids, and actions by the Governing Body shall be maintained by City Clerk in accordance with the City's adopted document retention schedule, state statute and as directed by the City Administrator.

11. RECEIVING OF SUPPLIES AND EQUIPMENT

- 11.1 The procedure for the receiving and acceptance of supplies and equipment shall be set by the City Administrator.

12. METHOD OF PAYMENT

12.1 Unless otherwise required by this policy, the method and means of payment for purchases shall be in accordance with the procedures established by the City Administrator.

13. GOVERNING BODY PROCEDURES:

13.1 Changes, Alterations and Waivers

- a. By majority vote of the Governing Body, any requirement or provisions of this Policy, except for requirements set forth by Wyoming State Statute or Federal Law, may be changed, altered or waived. Any waiver of any requirement or provision for any specific purchase shall not waive the Policy requirement or provision for future purchases unless specifically stated by the Governing Body.
- b. This Policy shall be updated as is needed by the City Administrator to reflect and ensure compliance with state and federal law or City ordinance or resolution. Any update required by federal or state law shall not require the Governing Body's approval to be effective. Any other update or amendment which is recommended by the City Administrator must be approved by a majority vote of the Governing Body.

13.2 Enforceability

- a. This Policy does not create any property right, due process right or reasonable expectation for any vendor or contractor regarding the method of contract awards or selection for services. The terms and requirements of this Policy are solely for the purposes of providing guidance for City Employees regarding purchases and procurements.

PASSED, APPROVED and ADOPTED this 5th day of July, 2023.

City of Sheridan


Richard Bridger, Mayor

ATTEST:


Cecilia Good, City Clerk

Appendix A Types of Procurement

	Micro-Purchase	Small Purchase	Non-Competitive Proposals	Competitive Bids	Competitive Proposals
Limit	<= \$10,000	>\$10,000 - \$75,000	No limit	No limit	> \$75,000
Purchase Type	<ul style="list-style-type: none"> ● Supplies ● Equipment ● Services 	<ul style="list-style-type: none"> ● Supplies ● Equipment ● Services 	<ul style="list-style-type: none"> ● Under Micro Purchase Threshold ● Single Source (i.e. Proprietary) ● Emergency ● Authorized by Federal Agency ● If, after attempting bids/RPFs, competition is inadequate 	<ul style="list-style-type: none"> ● Purchase or lease of <u>new</u> automobiles and trucks 	<ul style="list-style-type: none"> ● Public Improvement Contracts ● Construction Manager ● CMR ● Design/Builder ● Contracts for professional services ● Maintenance ● Supplies ● Equipment
Competition	None	At least 3 quotes	None	Sealed bids	RFP/RFQ/Bid
Legal Reference	2 CFR 200.320	2 CFR 200.320	2 CFR 200.320	W.S. § 15-1-113	W.S. § 15-1-113 2 CFR 200.320
Authorized/ Awarded By	N/A	CA when less than 3 quotes	CA	CA then Governing Body	CA then Governing Body
Requisition 1 st Approval	Department Supervisor	Department Supervisor	Department Supervisor	Department Supervisor	Department Supervisor
Requisition 2 nd Approval	None	Department Head	Department Head	Department Head	Department Head
Requisition 3 rd Approval	Purchasing Technician	Purchasing Technician	Purchasing Technician	Purchasing Technician	Purchasing Technician

Attachment A

CITY OF SHERIDAN

Resolution 23-17

**A RESOLUTION ADOPTING THE CITY OF SHERIDAN PROCUREMENT WITH
FEDERAL FUNDS POLICIES**

WITNESSETH

WHEREAS, the City of Sheridan currently utilizes Federal monies to construct and acquire properties and improvements, and

WHEREAS, the City of Sheridan is required to have a Single Audit conducted annually on the Federal monies it receives, and

WHEREAS, the City of Sheridan must be in compliance with Federal Procurement Standards

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY
OF SHERIDAN, WYOMING,**

That the Procurement with Federal Funds document attached hereto and made a part hereof is adopted as an integral part of the City of Sheridan's Procurement Policies.

PASSED, APPROVED AND ADOPTED THIS 19th day of June, 2017.

City of Sheridan



Roger Miller, Mayor





Jim Harmon
Finance and Administrative Services Director