

for the work or shall contract with a person qualified as a bidder under ss. 66.0901

1. Municipal competitive bidding statutes do not apply to projects undertaken by intergovernmental agreement or when the municipalities that shall perform the work have made a determination under sub. (29) to do the work themselves with their own employees.

Bidding Process

Town Board shall carefully develop specifications for the item being bid.

Advertisements for bids shall include:

Time, place, date bids are due.

Name of person accepting bids.

Place, date, and time of bid opening.

A note as to the right to reject any or all bids.

Specifications.

Statement that bids are to be sealed.

Bid opening procedure:

Bids are to be sealed until advertised opening time.

Minutes are kept as to amounts of each bid and decision of the Town Board

If bid deposits accompany bids, winning bid shall have its check deposited, others shall be returned the same day. If no decision is made at the meeting, checks shall be deposited and returned on the date of the decision.

Bids are to be made according to uniform specifications in the advertisement or available to bidders. Departure from specifications is not allowed.

Bid clarification is permitted. The Town reserves the right to approve or deny any bids.

Proposals/Negotiated Proposals

When the Town has a long standing working relationship with vendors that benefits the Town due to the knowledge of the area being worked on, the equipment used, servicing of the items, or if compatibility of equipment is necessary, negotiated proposals may be considered.

Minutes must be kept of the proposal and its acceptance.

Letters of understanding shall be prepared by the Town and signed by both parties.

Public works must follow state statutes.

Some grants or reimbursements require more stringent purchasing policies.

Those guidelines shall govern Town policy in those cases.

Vouchers in payment of items under bids or quotes or proposals shall refer to minutes of the meeting where the decision was made or bids opened. Installment payments shall have complete documentation attached.

Miscellaneous

Any rebates, gifts or other incentives received from purchasing items are Town property and are not allowed to be kept by employees.