

Town of Greenville Outlines Statutory Bidding Process

The Town follows WI State Statute 60.47 when deciding whether it needs to publicly bid a project. These guidelines apply:

- 1) For all public works contracts over \$25,000 (unless listed in exemptions below) the Town must go through the public bidding process which requires a Class 2 Notice (published twice) in the local newspaper (Post Crescent);
- 2) For public works contracts between \$5,000 and \$25,000 the Town must publish a Class 1 Notice (published once) in the local newspaper (Post Crescent) at least one week before signing a contract. The notice should explain the project and a contact number in case someone would like to make an offer to do the job;
- 3) For public works contracts under \$5,000 no notice or bidding is required.

Typically for all public works projects that are not required to be bid the Town will get three estimates from qualified contractors.

Exemptions to public bidding:

- 1) Service contracts: Public works contracts involve infrastructure and the making of improvements. Service contracts are just to provide services. Thus, there is no bidding or other notice requirements involved with service contracts. Some examples of services to contract for are: garbage removal, outside accounting or financial work, cleaning the Town Hall, mowing Town ditches, engineering etc.
- 2) Equipment: It is a Town Board decision whether to buy or sell equipment. No bidding is required. The only notice required would be a decision made on a sufficiently descriptive agenda item at a properly noticed Town Board meeting.

Any questions or concerns about the Town's bidding process, or to get your business on the Town's bid list, please call Dave Tebo at 757-5151, Ext. 4.