OAK CREEK BOARD OF TRUSTEES

GENERAL POLICIES

PURCHASING POLICIES

PART II

BIDDING AND PURCHASING

1. **FORMAL BIDDING.** Greater than $5,000.00 and 1 year life

Whenever formal bidding is necessary by reason of the probable amount involved, the Town Board shall prepare or cause to be prepared, specifications for the article or services required and shall advertise the requirements of the Town at least once in a newspaper of general circulation in the Town, post, and mail to vendors and invite the tender of bids in writing for the furnishing of such requirements. Such bids shall be publicly opened not less than 15 days following the date of the first advertisement, at a time and place specified in the published notice. The bids shall be opened and read publicly by the Town Administrator/Clerk.

Once bids are publicly opened and read, they are tabulated on a "Bid Evaluation Sheet" and compared. An investigation of the responsibility of the bidders shall be made if the Town Board deems it necessary.

The Town Board shall select the lowest and best bid, or if it determines that the interest of the Town would be better served, the rejection of all bids. If the award is not given to the lowest priced bid, such action must be justified.

The pertinent Department Head or Manager shall inspect all deliveries of supplies, materials, equipment or contractual services to determine their conformance with the specifications set forth in or referred to in the order or contract.

EXCEPTIONS:

In the event of disaster or other emergency, if purchase of supplies, materials, equipment or contractual services must be made immediately, without an opportunity for the procedures herein or Board approval, the Town Treasurer is authorized to make necessary purchases to protect the public health, safety and welfare. In the event of such emergency purchases, the Town Treasurer shall report the details of the purchase to the Town Board at the earliest possible regular meeting.

The Town Board may formally waive the formal bidding process upon the finding that the pool of vendors is limited or for other justifiable and fiscally responsible reasons.

2. **INFORMAL BIDDING.** Less than $5,000.00 or 1 year of life

When a purchase is small and uncomplicated, or if it must be completed quickly, vendor quotations may be solicited by telephone. Quotations, solicited by telephone, should be documented and should include at minimum, the vendor's name and address, the quoted unit price, the terms of the quotation and the signature of the person conducting the quotation.

Informal bids should be tabulated on a bid evaluation sheet. Informal bids are awarded to the lowest responsible bidder.

3. **SALE OF TOWN EQUIPMENT, SUPPLIES OR VEHICLES**

When the Town, by majority vote of the Board of Trustees, desires to sell any equipment, supplies or vehicles owned by the Town of Oak Creek, a notice will be posted at Town Hall and a classified advertisement place in a newspaper of general circulation. Advertising may also be done by whatever means are deemed advisable.

Written bids will be received, publicly opened and read, and the sale will be finalized with the highest bidder or if the Board determines that the interest of the Town would be better served, may reject all bids.