



Land Conservation Department

505 Broadway, Baraboo WI 53913 (608) 355-3245

BID POLICY

Bids received in the Land Conservation Department will be available for public inspection at the time listed on the bidding notice.

Any mistakes found in the bids will be handled in this manner.

- A. Any blanks in the per unit price will cause the bid to be void.
- B. If the per unit price is included, but the final unit price is left off that item, it will be multiplied out by our department and used as the total cost for that item. We will check the end result on the bid price. If this results in the bid exceeding 115 percent, the bid will be void. If it does not exceed 115 percent, the contractor will be notified and be allowed the option to either pull the bid from consideration or leave the new bid price.
- C. If the per unit price is included but does not match the final unit price listed, the new final unit price (unit quantity multiplied times per unit bid prices) will then be used for calculating the new total unit price. If this results in the total bid exceeding 115 percent, the bid will be void. If it does not exceed 115 percent, the contractor will be notified and be allowed the option to either pull the bid from consideration or leave the new bid price.
- D. If the bid numbers are unreadable, the contractor will be contacted and given the option to either fax a new copy or give costs over the phone if a fax machine is not available. If the contractor cannot be reached, the bid will be void.
- E. Items may not be added to the bid form. Any items added to the bid sheet will be ignored. The bid will be totaled with the original items on the bid sheet and submitted using those numbers only. Should you find something we have missed in our bid form, let us know. We can add that item later in a change order. This is done so that all submitted bids use the same information and quantities.