



**Land Resources & Environment Department**  
**505 Broadway, Baraboo, Wisconsin 53913**  
(608) 355-3245      [www.co.sauk.wi.us](http://www.co.sauk.wi.us)

**BID POLICY**

1. Blanks in the per-unit price will cause the bid to be void.
2. If the per-unit price is included but the total cost for the item is blank or incorrectly calculated, the Land Resources and Environment Department (LRE) will calculate the total cost for the item by multiplying the quantity and per unit figures. We will also recalculate the bid total. If this results in the total exceeding 115 percent of our cost estimate, 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 total.
3. If the bid numbers are illegible, the contractor will be contacted and given the option to either send a new copy or, if email or fax machines are not available, give costs over the phone. If the contractor cannot be reached, the bid will be void.
4. Items may not be added to the bid form. Items added to the bid sheet will be ignored. The bid will be totaled using 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.
5. Bids received in LRE will be available for public inspection at the time indicated on the bid notice.