

**COTTAGE GROVE TOWN BOARD
RESOLUTION 2018-03**

**A RESOLUTION ADOPTING POLICY FOR BID SELECTION FOR WORK ON
LOCAL ROADS IMPROVEMENT PROGRAM**

WHEREAS, the Town of Cottage Grove has applied for a grant under the Wisconsin Department of Transportation Local Roads Improvement Program ("LRIP") pursuant to § 86.32, Wis. Stats., and may apply for similar grants in the future; and

WHEREAS, the Town Board recognizes that applicable state statutes and regulations, including but not limited to § 86.32, Wis. Stats. and Wisconsin Administrative Code TRANS § 206, require that the contract for LRIP project work must be awarded to the lower "responsible" bidder; and

WHEREAS, the Town Board has determined that it is desirable and in the best interest of the community to adopt a written policy to guide in selecting bids for work on LRIP project(s) undertaken by the Town; and

WHEREAS, the Town Board has reviewed and recommends the Bid Selection Policy, which is attached hereto as Exhibit A and incorporated by reference.

NOW THEREFORE, BE IT RESOLVED, by the Town Board of the Town of Cottage Grove that it hereby approves said Bid Selection Policy as set forth in Exhibit A.

The above and foregoing resolution was duly adopted by the Town Board of the Town of Cottage Grove, Dane County, Wisconsin at a meeting held on the 16th day of April, 2018 by a vote of 5 for and 0 against.

TOWN OF COTTAGE GROVE



Kris Hampton, Town Chair

Attest:



Kim Banigan, Town Clerk

Exhibit A

TOWN OF COTTAGE GROVE

POLICY FOR BID SELECTION FOR LOCAL ROADS IMPROVEMENT PROGRAM PROJECTS COMPLETED IN THE TOWN OF COTTAGE GROVE

Introduction.

The Town of Cottage Grove recognizes the need to establish a policy to evaluate and identify bidders “responsive” to bid requests for work to be completed pursuant to grants issued under the Wisconsin Department of Transportation Local Roads Improvement Program (“LRIP”) and to identify the lowest “responsible” bidder for such work.

Policy.

The Town of Cottage Grove adopts the following definitions and criteria for the identification of “responsive” and “responsible” bidders for contracts offered by the Town for completion of work pursuant to a LRIP grant:

The Town Board will first evaluate whether a bidder for a proposed contract qualifies as a “Responsive Bidder”.

“Responsive Bidder” means a person who has submitted a bid, which conforms in all materials respects to the invitation for bids issued by the Town.

If a bidder is determined to be a “Responsive Bidder,” the Town Board will then determine whether the bidder is a “Responsible Bidder”.

“Responsible Bidder” means a person who, in the judgment of the Town Board, is financially responsible and has the capacity and competence to faithfully and responsibly comply with the terms of the public contract.

In evaluating whether a bidder is a “Responsible Bidder” as defined herein, the Town Board shall consider each of the following factors with respect to the bid response of each bidder:

1. Whether the bidder has adequate financial resources to perform its responsibilities under the proposed contract, or the ability to secure such financial resources within a reasonable period of time;
2. Whether the bidder has the necessary experience, organization and technical qualifications to perform the proposed contract;
3. Whether the bidder has or can acquire within a reasonable period of time, the equipment necessary to perform the proposed contract;
4. Whether the bidder has the capacity to comply with the required performance schedule or applicable completion date of the proposed contract, taking into account all existing commitments;
5. Whether the bidder has a satisfactory record of performance, integrity, judgment and skills; and
6. Whether the bidder is qualified and eligible to receive an award under the applicable laws and regulations.