

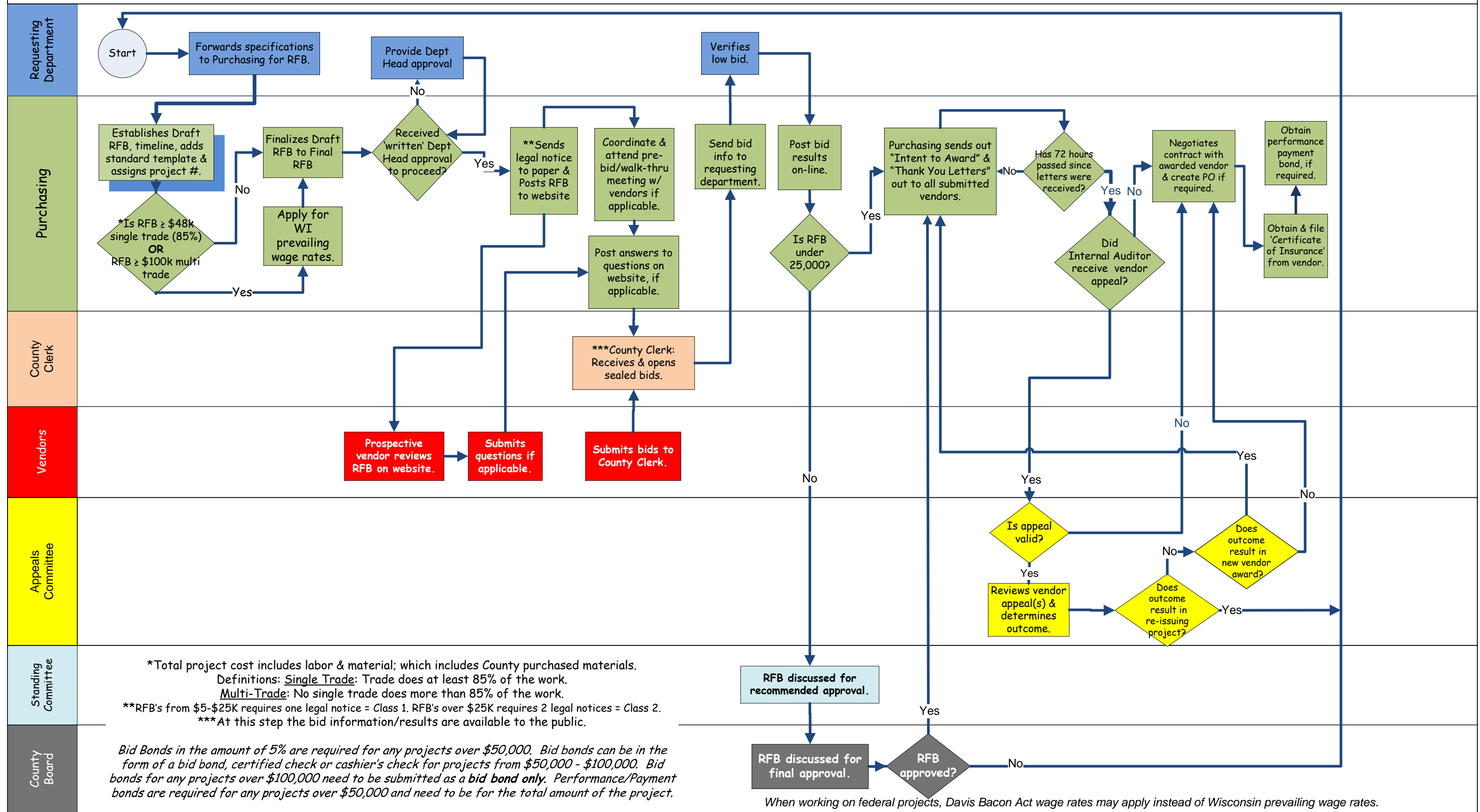
Purchasing - Request For Bid (RFB) Process

Last Revision Date: 3/27/2014



Definition: A RFB is a structured Purchasing process for Public Works projects \$5,000 and greater and used to determine source selection when price is the only factor.

(State Defined Public Works: Projects that alter, construct, repair or improve Brown County buildings and property or furnishing of supplies/material of any kind for such work per BC Ordinance 3.01, WI Statute 16.855, 59.52(20), 66.0901, 66.0903, Ch. 985 & Dept Workforce Development Ch. 290.)



*Total project cost includes labor & material; which includes County purchased materials.
 Definitions: Single Trade: Trade does at least 85% of the work.
Multi-Trade: No single trade does more than 85% of the work.
 **RFB's from \$5-\$25K requires one legal notice = Class 1. RFB's over \$25K requires 2 legal notices = Class 2.
 ***At this step the bid information/results are available to the public.

Bid Bonds in the amount of 5% are required for any projects over \$50,000. Bid bonds can be in the form of a bid bond, certified check or cashier's check for projects from \$50,000 - \$100,000. Bid bonds for any projects over \$100,000 need to be submitted as a bid bond only. Performance/Payment bonds are required for any projects over \$50,000 and need to be for the total amount of the project.

When working on federal projects, Davis Bacon Act wage rates may apply instead of Wisconsin prevailing wage rates.