BIDS AND CONSTRUCTION CONTRACTS

ENVIRONMENTAL IMPROVEMENT FUND

If a municipality is receiving financial assistance from the Environmental Improvement Fund (EIF), municipal officials and their consulting engineer are expected to comply with Wisconsin Statutes when bidding the construction project. Wisconsin Statutes require municipalities to follow competitive bidding procedures for all public works construction contracts and purchases exceeding $25,000. Bidding of certain public contracts is specifically required for towns and villages. Municipalities should work with their attorneys to ensure compliance with Wisconsin’s bidding laws.

Prior to bidding an EIF project, the municipality should obtain the necessary approvals for any engineering reports, selected sites, facility plans, and plans & specifications from the following DNR bureaus:

- Wastewater treatment and urban runoff projects - Bureau of Watershed Management
- Drinking water projects - Bureau of Drinking Water and Groundwater

Before awarding financial assistance for any project, an EIF Project Manager must complete a bid review based on submission of the required documentation listed below:

- Proposal of the successful bidder
- Bid tabulation
- Engineer’s recommendation based on bid evaluation
- Legal counsel’s opinion of statutory compliance, if contract awarded to other than the low bidder
- Addenda and/or changes to plans and specifications (CWFP or SDWLP)
- Evidence of bid advertisement
- A copy of the Bid Bond
- Evidence of a resolution awarding construction contract
- A copy of the executed construction contract
- Construction start date and expected substantial and final completion dates
- MBE/WBE/SBRA Good Faith Certification (Form 8700-294)
- MBE/WBE/SBRA Contacts Worksheet (Form 8700-294A or other format)
EIF Project Managers review the above bidding documentation to verify compliance with applicable Wisconsin Administrative Codes and Statutes. DNR will not approve the bids or the bidding process. If legal questions arise during the bidding process, the municipality should discuss the issues with its legal counsel.

The Bureau of Community Financial Assistance Grants Section developed a “Procurement Guide for Local Governments Receiving Grants (State or Federal) from the Wisconsin Department of Natural Resources”. Although the Guide is aimed at grant recipients, the bidding requirements, methods and notices described in this document also apply to loan recipients.

Contact an EIF project manager for further information regarding bidding requirements.