

The Village Board for the Village of Spring Valley, Pierce and St. Croix County, Wisconsin does hereby amend the Code of Ordinance, Village of Spring Valley, Section numbered **2-192 (a) and (b)(1)** to reads as follows:

**Sec. 2-192 Bid Solicitations.**

(a) *Definitions.* The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

*Formal bid* means the procedure used for purchasing goods and services in an amount over \$25,000.00 and in some instances in amounts less than \$25,000.00. The formal bid procedure requires a legal public notice and contains detailed, written specifications regarding the goods and services to be purchased and a number of specific conditions associated with the purchase.

*Informal quotation* means a written request sent to vendors for a quotation and is used for the purchase of goods and services in an amount less than \$25,000.00.

*Memorandum of verbal quotation form* means the form upon which verbal quotation results are recorded when the village solicits verbal quotations on items the village purchases which are less than \$25,000.00.

(b) *Procedures.*

- (1) Competitive bids or quotations shall be obtained before contracting to purchase articles, goods, wares, material services or merchandise which amount, in bulk, to more than \$1000.00. Purchases up to \$1,000.00 may be made by telephone quotations, informal written quotations or formal bids. Purchases from \$1,000.00 to \$25,000.00 shall be made by written quotation, telephone quotation or formal bid. Pursuant to subsection (a) of this section, purchases over \$25,000.00 shall be made by formal bid, unless exempted by action of the finance committee.

Adopted at a duly called and noticed meeting of the Village Board of the Village of Spring Valley, Pierce and St. Croix County, Wisconsin, the 4<sup>th</sup> day of April, 2018.

Marsha Brunkhorst  
Marsha Brunkhorst, Village President

Luann Emerson  
Luann Emerson, Clerk/Treasurer

Voted for 5  
Voted against 0  
Absent 7  
Date Adopted 4-4-18  
Date Published 4-13-18