

State Procurement Manual

DOA-3449 N(R06/94) Formerly AD-P-12

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		Effective 1-1-82
Section THE PROCUREMENT PROCESS	Agencies Affected ALL	Replaces NEW
Title MAIL JOB ACTION CONTINGENCY PLAN		Page 1 of 1

AUTHORITY: [Wis. Stats. 16.75\(1\)\(a\)](#)

SCOPE: - to define policy of the State Bureau of Procurement relative to interruptions of U.S. mail service
 - to establish uniform procedures for agency purchasing offices to take during such a contingency

- CONTENT:
- I. Interruption of mail service is never justification for not soliciting competitive bids.
 - II. Official sealed bids, sealed bids, and simplified bidding processes will continue to be conducted in the normal way.
 - III. When mailings to established bidders lists are interrupted, agency purchasing offices are encouraged to use alternate methods of advertising—i.e., news media, trade publications, minority press, etc.
 - IV. Purchasing agents may telephone local bidders advising them of the pending bid and permit a vendor representative to pick up and return the bid forms in order to submit their bid.
 - V. For bid openings, we will hold to the "Due Dates". It is the responsibility of the bidder to get bids to the proper place at the proper time.
 - VI. Telephone and telegram bids may be accepted, but must be confirmed in writing.

Authorized:



Director
State Bureau of Procurement