

**Notice of Public Records Policy  
Portage County Purchasing Department**

Calvin Winters, Procurement Director  
Records Custodian

Availability

Office records of the Purchasing Department shall be available during business hours from 8:00 a.m. to 4:30 p.m. Monday through Friday at the County Annex building, 1462 Strongs Avenue, Stevens Point WI 54481. The office shall post any office closure and duration of closure on the door. It shall be the policy of the Purchasing Department to respond to any request within 48 business hours except for good cause for delay. The office may require pre-payment of costs prior to the production of records or requests. The office may further restrict the use of its equipment for copying purposes by a requestor due to business exigencies. Requests shall be made to and coordinated by Calvin Winters.

Cost of copies:

Photocopies (black & white, letter size) \$.25 per page.

Maps or other large documents can not be reproduced within the Purchasing office.

Shipping charges will be actual costs, e.g. costs of mailing.

Records which, in the review of the office will require more than \$50 in total labor and material costs will require pre-payment of a reasonable estimate of such costs. The office will require pre-payment of the reasonable labor costs in such circumstances.

Records Available:

Included, but are not limited to Requests for Bids, Quotes, and Proposals; purchase orders, requisitions, correspondence, financial records, voucher/invoice information, procurement card purchases, bid tabulations, bidder lists and/or bid opening information, unless competitive or bargaining reasons dictate that the information should not be made public at that time. All materials submitted for the RFB/RFQ/RFP process are available for public inspection after a contract/bid is awarded.

Authority

This policy is issued and authorized by the Procurement Director in accordance with Wisconsin's Open Records Law and Chapter 3.3 of the Portage County Code. The policy shall be available to the public, filed with the Corporation Counsel's office and posted with other office documents.

Dated: 1/10/2017



Calvin Winters  
Procurement Director