School District of River Falls

Finance and Facilities Committee Meeting

Monday, September 21, 2026 - 6:00 PM
District Office
852 E Division Street
River Falls, Wisconsin 54022
Finance and Facilities Committee members: Mike Miller (Chair), Bo Hirstein, & Alan Tuchtenhagen
A quorum of the School Board may be present for information-gathering purposes only.
Agendas can be viewed at https://www.rfsd.k12.wi.us/district/school-board.cfm or at
https://meetings.boardbook.org/Public/Organization/1447

1. **CALL TO ORDER - 6:00 PM**
2. **MANNER OF PUBLIC NOTIFICATION OF MEETING**
3. **HEARING OF VISITORS OR DELEGATIONS**

4. **2026-27 BUDGET UPDATE** **2**
Description: The Director of Finance & Facilities will provide an update on the 2026-27 budget through July 2026.
Recommended Action: None, informational only.

5. **REFERENDUM PROJECTS AND PLANNING UPDATE**
Description: The Director of Finance will provide an update on the referendum projects and planning.
Recommended Action: None, informational only.

6. **2026 ESTIMATED PROPERTY VALUES UPDATE** **8**
Description: The Director of Finance & Facilities will provide an update on the estimated 2026 school district property values.
Recommended Action: None, informational only.

7. **FINANCE AND FACILITIES GOALS FOR 2026-27** **11**
Description: The Director of Finance & Facilities will provide an update on the department's 2026-27 goals.
Recommended Action: None, informational only.

8. **REVISIONS TO SCHOOL BOARD POLICY 672 - PURCHASING & 672.1 - BIDDING PROCEDURE** **12**
Description: The Director of Finance & Facilities will make a recommendation for revisions to School Board Policies 672 and 672.1.
Recommended Action: Approve revisions to School Board Policy 672 - Purchasing and deletion of School Board Policy 672.1 - Bidding Procedures.

9. **PROPOSED/SUGGESTED ITEMS FOR THE NEXT REGULAR AND FUTURE FINANCE & FACILITIES MEETING AGENDA(S)**
Description: As always, committee members will be given the opportunity to suggest items for future committee and/or School Board meeting agendas.
Recommended Action: As needed.

10. **SCHEDULE NEXT FINANCE & FACILITIES COMMITTEE MEETING**
Description: Upcoming committee meeting dates, times, and locations will be reviewed.
Recommended Action: Set the meeting schedule as follows:
Finance and Facilities Committee meeting, Monday, October 19, 2026, 7:00 p.m. *(or immediately following Personnel Committee)*
The meeting will be held at the District Office, 852 E. Division Street.

11. **ADJOURN**

Fd	Sourc	Source	2025-26 FY Activity	2026-27 FYTD Activity	2026-27 FYTD %	2025-26 FYTD %
10		GENERAL FUND				
10	211	PROPERTY TAX	19,954,724.98	0.00	0.00	0.00
10	212	CHARGE BACK- PROPERTY TAXES	1,862.01	0.00	0.00	0.00
10	213	MOBILE HOME TAX	15,766.77	0.00	0.00	0.00
10	249	BUS TRANSPORTATION REVENUE	25,500.04	0.00	0.00	13.16
10	264	Non-Cap Asset Sales	2,172.71	0.00	0.00	0.00
10	271	ADMISSIONS	52,732.00	0.00	0.00	0.00
10	284	INTEREST EARNINGS	366,231.25	36,863.89	24.58	6.79
10	291	GIFTS, FUNDRAISING & CONTRIBUT	31,677.80	0.00	0.00	0.00
10	292	STUDENT FEES	290,382.18	1,610.00	0.69	11.82
10	293	RENTALS	25,194.04	4,482.50	64.04	14.91
10	297	STUDENT FINES	1,053.34	0.00	0.00	0.00
10	343	CO-CURRICULAR COST SHARING	6,927.92	0.00	0.00	0.00
10	345	OPEN ENROLLMENT	2,113,165.00	0.00	0.00	0.00
10	348	TRANSPORTATION FEES - OTHR WI	3,324.24	0.00	0.00	0.00
10	515	STATE AID THRU CESA	600.00	0.00	0.00	0.00
10	517	FEDERAL AID THRU CESA	7,610.20	0.00	0.00	0.00
10	612	TRANSPORTATION AID	78,990.00	0.00	0.00	0.00
10	613	LIBRARY AID	292,978.00	0.00	0.00	0.00
10	619	OTHER STATE CATEGORICAL AID	33,765.88	0.00	0.00	0.00
10	621	STATE EQUALIZATION AID	21,790,947.00	0.00	0.00	0.00
10	630	STATE GRANT	236,051.10	0.00	0.00	0.00
10	660	DNR - PILT PROGRAM PAYMENTS	44,972.71	0.00	0.00	0.00
10	691	TAX EXEMPT COMPUTER AID	142,488.42	0.00	0.00	0.00
10	695	PER PUPIL AID	2,489,410.00	0.00	0.00	0.00
10	699	State Grant-Misc	276,424.50	0.00	0.00	0.00
10	713	VOCATIONAL ED. ACT	19,724.00	0.00	0.00	0.00
10	730	FEDERAL GRANT	82,584.38	0.00	0.00	0.00
10	751	TITLE 1 GRANT	241,677.76	0.00	0.00	0.00
10	780	SBS MEDICAID	165,061.05	0.00	0.00	0.00
10	861	CAPITAL ASSET SALE	8,487.60	0.00	0.00	0.00
10	878	CAPITAL LEASES	454,622.00	0.00	0.00	0.00
10	961	CASH ADJUSTMENTS	32,527.37	0.00	0.00	0.00
10	971	INS DIV / E-RATE	407,368.46	0.00	0.00	0.00
10	990	MISC. REFUND	944.85	0.00	0.00	0.00
10	---	GENERAL FUND	49,697,949.56	42,956.39	0.09	0.10
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21		SPECIAL REVENUE FUND				
21	262	NON-CAP FOR RESALE	180,230.43	16,846.00	0.00	0.00
21	279	OTHER SCHOOL ACTIVITY INCOME	205,490.36	0.00	0.00	0.00
21	291	GIFTS, FUNDRAISING & CONTRIBUT	472,519.65	10,150.00	0.00	0.00
21	---	SPECIAL REVENUE FUND	858,240.44	26,996.00	0.00	0.00
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27		SPECIAL EDUCATION FUND				
27	110	OPERATING TRANSFER/GENERAL	5,079,856.63	0.00	0.00	0.00
27	346	TUITION - 66:30	61,999.62	0.00	0.00	0.00
27	446	SPED TUITION NON-WI SCHOOL DIS	7,275.64	0.00	0.00	0.00
27	611	HANDICAPPED AID	2,625,841.00	0.00	0.00	0.00
27	625	HIGH COST AID-DPI	64,593.00	0.00	0.00	0.00
27	697	Transition Grant	20,991.23	0.00	0.00	0.00

Fd	Sourc	Source	2025-26 FY Activity	2026-27 FYTD Activity	2026-27 FYTD %	2025-26 FYTD %
27		SPECIAL EDUCATION FUND				
27	730	FEDERAL GRANT	772,296.34	0.00	0.00	0.00
27	780	SBS MEDICAID	92,943.04	0.00	0.00	0.00
27	---	SPECIAL EDUCATION FUND	8,725,796.50	0.00	0.00	0.00
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39		REFERENDUM APPROVED DEBT SRVC				
39	211	PROPERTY TAX	7,055,655.00	0.00	0.00	0.00
39	284	INTEREST EARNINGS	46,167.63	0.00	0.00	32.72
39	---	REFERENDUM APPROVED DEBT SRVC	7,101,822.63	0.00	0.00	0.24
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46		LONG TERM CAPTL IMPVMNT TRUST				
46	110	OPERATING TRANSFER/GENERAL	850,000.00	0.00	0.00	0.00
46	284	INTEREST EARNINGS	43,587.37	3,461.37	13.85	14.38
46	---	LONG TERM CAPTL IMPVMNT TRUST	893,587.37	3,461.37	13.85	14.38
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49		CONSTRUCTION ACCOUNT				
49	284	INTEREST EARNINGS	631,086.37	12,217.27	6.98	11.02
49	---	CONSTRUCTION ACCOUNT	631,086.37	12,217.27	6.98	11.02
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50		FOOD SERVICE FUND				
50	110	OPERATING TRANSFER/GENERAL	6,479.35	0.00	0.00	0.00
50	251	PUPILS	782,526.40	0.00	0.00	0.00
50	252	ADULTS	26,665.20	0.00	0.00	0.00
50	259	OTHER FOOD SERV. SALES	460,390.10	0.00	0.00	0.00
50	264	Non-Cap Asset Sales	9,300.00	0.00	0.00	0.00
50	284	INTEREST EARNINGS	11.85	0.30	0.00	0.00
50	617	FOOD SERVICE AID-STATE	26,744.71	0.00	0.00	0.00
50	715	CASH IN LIEU OF COMMODITIES	127,826.00	0.00	0.00	37.71
50	717	FOOD SERVICE AID-FEDERAL	522,987.30	0.00	0.00	0.00
50	990	MISC. REFUND	95.00	0.00	0.00	0.00
50	---	FOOD SERVICE FUND	1,963,025.91	0.30	0.00	2.54
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60		CUSTODIAL FUND				
60	262	NON-CAP FOR RESALE	58,158.62	0.00	0.00	0.00
60	279	OTHER SCHOOL ACTIVITY INCOME	17,651.94	0.00	0.00	0.00
60	291	GIFTS, FUNDRAISING & CONTRIBUT	12,150.27	0.00	0.00	0.00
60	---	CUSTODIAL FUND	87,960.83	0.00	0.00	0.00
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Fd	Sourc	Source	2025-26 FY Activity	2026-27 FYTD Activity	2026-27 FYTD %	2025-26 FYTD %
73		PENSION AND OPEB TRUST FUND				
73	284	INTEREST EARNINGS	92,011.38	0.00	0.00	0.00
73	951	OPEB ADC CONTRIBUTION	273,385.00	0.00	0.00	0.00
73	---	PENSION AND OPEB TRUST FUND	365,396.38	0.00	0.00	0.00
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80		COMMUNITY SERVICE FUND				
80	211	PROPERTY TAX	220,000.01	0.00	0.00	0.00
80	272	COMMUNITY SERVICE FEES	1,169,922.02	275,650.35	24.61	26.98
80	284	INTEREST EARNINGS	6,089.60	719.08	47.94	24.71
80	291	GIFTS, FUNDRAISING & CONTRIBUT	2,523.00	0.00	0.00	0.00
80	---	COMMUNITY SERVICE FUND	1,398,534.63	276,369.43	19.97	22.31
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Number of Accounts: 217

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Fd	Object	Expense Object	2025-26 FY Activity	2026-27 FYTD Activity	2026-27 FYTD %	2025-26 FYTD %
10		GENERAL FUND				
10	1--	EMPLOYEE SALARIES	23,043,622.64	467,482.71	1.96	1.92
10	2--	EMPLOYEE BENEFITS	8,832,538.70	402,447.17	4.30	4.57
10	3--	PURCHASED SERVICES	7,010,370.99	308,131.73	3.75	3.20
10	4--	NON-CAPITAL OBJECTS	1,636,334.65	111,758.80	5.83	4.69
10	5--	CAPITAL OBJECTS	1,232,850.79	377,857.99	41.34	2.39
10	6--	DEBT RETIREMENT	500,794.99	307,765.21	59.03	78.18
10	7--	INSURANCE & JUDGMENTS	430,794.72	449,706.93	97.78	60.13
10	8--	OPERATING TRANSFERS-OUT	5,936,335.98	0.00	0.00	0.00
10	9--	OTHER OBJECTS	132,903.30	19,847.75	12.85	16.52
10	---	GENERAL FUND	48,756,546.76	2,444,998.29	4.85	3.64
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21		SPECIAL REVENUE FUND				
21	2--	EMPLOYEE BENEFITS	917.71	0.00	0.00	0.00
21	3--	PURCHASED SERVICES	61,937.92	0.00	0.00	0.00
21	4--	NON-CAPITAL OBJECTS	481,856.31	25,751.96	0.00	0.00
21	9--	OTHER OBJECTS	166,692.13	9,254.76	0.00	0.00
21	---	SPECIAL REVENUE FUND	711,404.07	35,006.72	0.00	0.00
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27		SPECIAL EDUCATION FUND				
27	1--	EMPLOYEE SALARIES	6,100,485.67	23,068.43	0.36	0.35
27	2--	EMPLOYEE BENEFITS	2,272,020.48	60,494.54	2.60	2.47
27	3--	PURCHASED SERVICES	300,807.64	13,726.50	5.15	8.74
27	4--	NON-CAPITAL OBJECTS	46,420.72	232.46	0.37	17.28
27	9--	OTHER OBJECTS	6,061.99	0.00	0.00	9.63
27	---	SPECIAL EDUCATION FUND	8,725,796.50	97,521.93	1.07	1.30
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39		REFERENDUM APPROVED DEBT SRVC				
39	6--	DEBT RETIREMENT	7,146,905.00	0.00	0.00	0.00
39	---	REFERENDUM APPROVED DEBT	7,146,905.00	0.00	0.00	0.00
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46		LONG TERM CAPTL IMPVMNT TRUST				
46	3--	PURCHASED SERVICES	740,234.17	0.00	0.00	-3.49
46	5--	CAPITAL OBJECTS	43,122.27	0.00	0.00	0.00
46	---	LONG TERM CAPTL IMPVMNT T	783,356.44	0.00	0.00	-3.49
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49		CONSTRUCTION ACCOUNT				
49	3--	PURCHASED SERVICES	13,598,360.13	12,166.64	0.34	-5.03
49	4--	NON-CAPITAL OBJECTS	116,994.24	0.00	0.00	0.00
49	5--	CAPITAL OBJECTS	522,394.48	0.00	0.00	0.00
49	7--	INSURANCE & JUDGMENTS	2,034.00	0.00	0.00	0.00

Fd	Object	Expense Object	2025-26 FY Activity	2026-27 FYTD Activity	2026-27 FYTD %	2025-26 FYTD %
49		CONSTRUCTION ACCOUNT				
49	---	CONSTRUCTION ACCOUNT	14,239,782.85	12,166.64	0.34	-4.89
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50		FOOD SERVICE FUND				
50	1--	EMPLOYEE SALARIES	12,545.69	0.00	0.00	0.00
50	2--	EMPLOYEE BENEFITS	1,736.07	0.00	0.00	0.00
50	3--	PURCHASED SERVICES	1,062,494.13	0.00	0.00	0.00
50	4--	NON-CAPITAL OBJECTS	906,834.41	0.00	0.00	0.00
50	9--	OTHER OBJECTS	25,666.56	0.00	0.00	0.00
50	---	FOOD SERVICE FUND	2,009,276.86	0.00	0.00	0.00
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60		CUSTODIAL FUND				
60	9--	OTHER OBJECTS	142,064.62	0.00	0.00	0.00
60	---	CUSTODIAL FUND	142,064.62	0.00	0.00	0.00
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73		PENSION AND OPEB TRUST FUND				
73	9--	OTHER OBJECTS	550,018.00	0.00	0.00	0.00
73	---	PENSION AND OPEB TRUST FU	550,018.00	0.00	0.00	0.00
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80		COMMUNITY SERVICE FUND				
80	1--	EMPLOYEE SALARIES	807,438.24	45,641.63	5.27	6.39
80	2--	EMPLOYEE BENEFITS	195,188.48	17,697.33	8.47	9.30
80	3--	PURCHASED SERVICES	109,136.77	7,770.94	6.39	6.75
80	4--	NON-CAPITAL OBJECTS	108,439.23	2,352.56	3.51	3.09
80	5--	CAPITAL OBJECTS	6,774.40	0.00	0.00	0.00
80	9--	OTHER OBJECTS	117,742.69	6,425.21	6.92	8.20
80	---	COMMUNITY SERVICE FUND	1,344,719.81	79,887.67	5.89	6.85
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		Grand Expense Totals	84,409,870.91	2,669,581.25	3.61	1.32

Number of Accounts: 2036

*********************** End of report ***********************

Fd	Fund	Beginning Balance	July 2026-27 Beginning Balance	Month End Balance Current Year	Month End Balance Prior Year
10	GENERAL FUND	15,661,131.12CR	15,661,131.12CR	13,259,089.22CR	12,994,919.42CR
21	SPECIAL REVENUE FUND	671,285.40CR	671,285.40CR	663,274.68CR	507,558.41CR
27	SPECIAL EDUCATION FUND	0.00	0.00	97,521.93	111,621.41
39	REFERENDUM APPROVED DEBT SRVC	1,786,604.70CR	1,786,604.70CR	1,786,604.70CR	1,848,700.23CR
46	LONG TERM CAPTL IMPVMNT TRUST	1,654,457.89CR	1,654,457.89CR	1,657,919.26CR	1,570,494.52CR
49	CONSTRUCTION ACCOUNT	3,752,824.10CR	3,752,824.10CR	3,752,874.73CR	18,264,387.20CR
50	FOOD SERVICE FUND	303,430.49CR	303,430.49CR	303,430.79CR	400,914.68CR
60	CUSTODIAL FUND	0.00	0.00	0.00	54,457.54CR
73	PENSION AND OPEB TRUST FUND	4,387,927.72CR	4,387,927.72CR	4,387,927.72CR	4,572,549.34CR
80	COMMUNITY SERVICE FUND	181,590.25CR	181,590.25CR	378,072.01CR	326,550.27CR
	Grand Equity Totals	28,399,251.67CR	28,399,251.67CR	26,091,671.18CR	40,428,910.20CR

Number of Accounts: 149

************************ End of report ************************

River Falls

2025 Equalized Valuation (TID-Out) $3,949,999,182

		2025 Municipality Equalized Valuation (TIDOUT)	2025 District Equalized Valuation (TIDOUT)	Percent Applicable to District	2026 Municipality Equalized Valuation (TIDOUT)	Estimated 2026 District Equalized Valuation (TIDOUT)		Estimated Municipality % Change within District over Previous Year	Estimated New Growth %	
47 002	T. Clifton	$605,696,300	$309,798,996	51.1%	$623,325,100	*$318,815,700*		*2.9%*	*1.3%*	
47 018	T. Martell	$203,326,100	$94,545,433	46.5%	$233,937,200	*$108,779,413*		*15.1%*	*1.0%*	
47 022	T. River Falls	$449,948,500	$441,276,219	98.1%	$473,349,000	*$464,225,699*		*5.2%*	*1.0%*	
47 276	C. River Falls	$1,169,333,600	$1,169,333,600	100.0%	$1,269,314,600	*$1,269,314,600*		*8.6%*	*0.6%*	
55 022	T. Kinnickinnic	$397,486,900	$365,193,666	91.9%	$464,944,200	*$427,170,498*		*17.0%*	*3.8%*	
55 024	T. Pleasant Valley	$105,796,900	$25,291,233	23.9%	$115,301,600	*$27,563,375*		*9.0%*	*0.7%*	
55 028	T. Rush River	$91,526,300	$448,664	0.5%	$99,420,300	*$487,361*		*8.6%*	*-0.1%*	
55 040	T. Troy	$1,510,971,400	$847,856,171	56.1%	$1,582,823,100	*$888,174,543*		*4.8%*	*2.9%*	
55 276	C. River Falls	$696,255,200	$696,255,200	100.0%	$818,833,900	*$818,833,900*	*	*17.6%*	*8.9%*	^
			$3,949,999,182		**Estimated 2026 Valuation:**	***$4,323,365,089***		***9.5%***	***3.0%***	
								(Increase)	***(Increase)***	

Counties included: 47 - Pierce
55 - St Croix

*One or more Tax Incremental Districts within the municipality terminated, impacting the District's 2026 valuation estimate.
^One or more Tax Incremental Districts within the District terminated, impacting the District's 2026 valuation estimate.

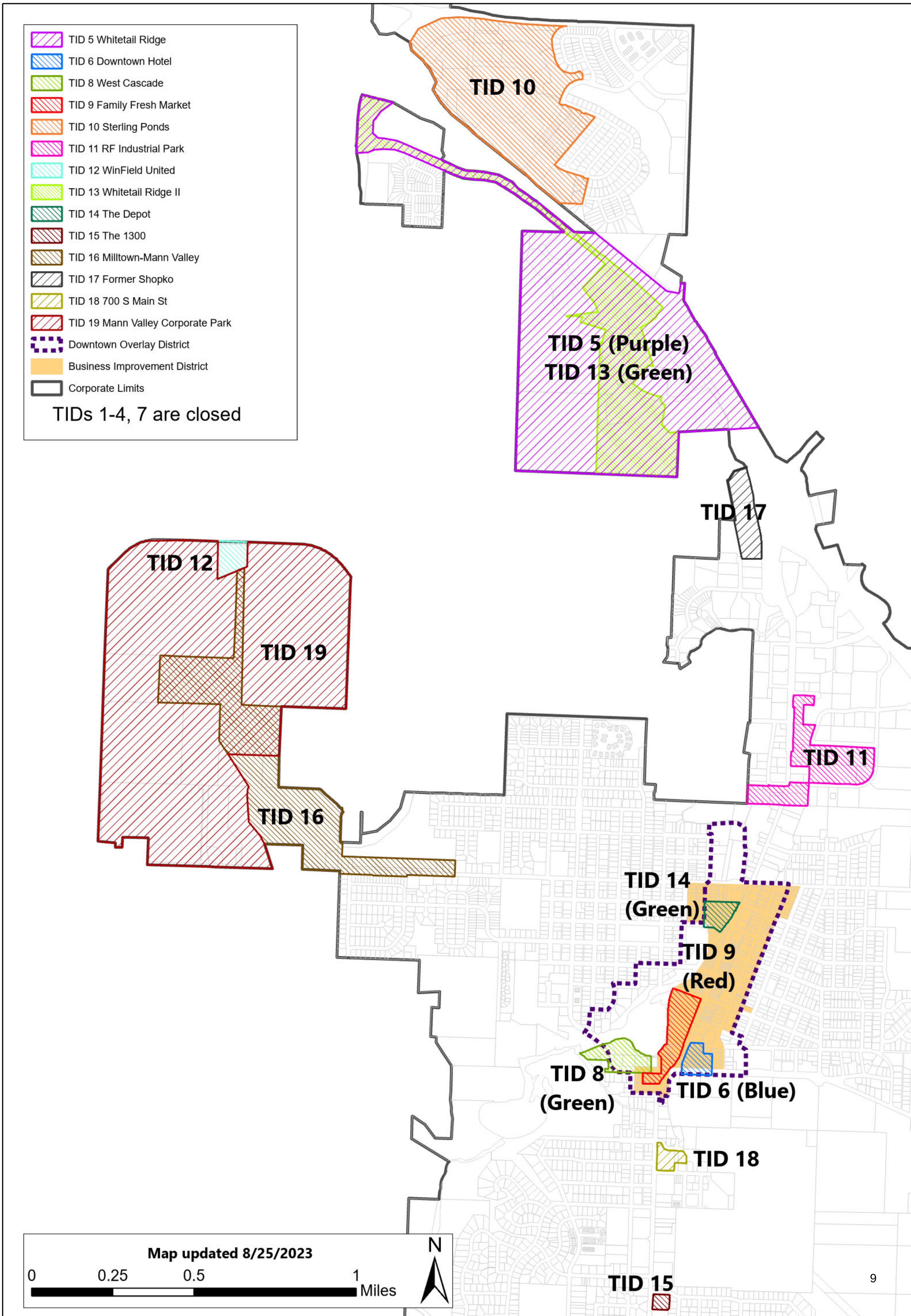
The estimated new growth percentage includes both TIDOUT net new construction growth and incremental value from TID terminations (if applicable).

Source: Wisconsin Department of Revenue website as of August 2026.

Please note: This information is provided as an estimate only based on municipal valuation changes for 2026. If a municipality is in multiple school districts, there could be large variations between this estimate and the final school district equalized values released on October 1st by the Wisconsin Department of Revenue.

City of River Falls, WI

Tax Incremental Districts (TIDs)



Tax Incremental Financing (TIF) & Tax Incremental District (TID)

Tax Incremental Financing (TIF) in Wisconsin is an economic development tool used by local municipalities to pay for public infrastructure and improvements using future property tax increments generated within a designated Tax Incremental District (TID)

How Wisconsin TIF Works

- **Creation of a TID:** A municipality sets up a Tax Incremental District (TID) to spur development that would not otherwise happen.
- **Base Value Freeze:** The existing taxable property value within the district is frozen as a "base value". Standard property taxes on this base continue to fund local governments and schools.
- **Capturing Increments:** As property values rise, the tax revenue from the value *above* the base goes into a special municipal fund.
- **Repayment and Closure:** These funds pay for project costs like public works, site remediation, or affordable housing. Once paid off, the TID closes, and the tax base is shared by all taxing entities.
- **Joint Review Board (JRB):** Proposals require review and approval from a board representing the municipality, county, school district, and technical college.
- **State Oversight:** The Wisconsin Department of Revenue certifies the base value once creation documents are filed.

SCHOOL DISTRICT OF
River Falls

Administrative Office
852 E. Division Street, River Falls WI 54022
PHONE: (715) 425-1800 FAX: (715) 425-1804
www.rfsd.k12.wi.us

2026-27 Director of Finance & Facilities Goals

Director of Finance & Facilities Wildly Important Goal (WIG):
To successfully complete the spenddown of capital referendum funds aligned to plan and with transparent communication to all stakeholders. - 5.1, 5.5

Lead Measures:

1. Regularly monitor project activities to ensure they align with the approved plan and timelines through weekly meetings with Buildings & Grounds Director.
2. Proactively manage costs, reduce financial risks, and increase the likelihood of staying within budget.
   a. Request early cost estimates to compare with budgets
   b. Track project costs, overruns, change orders & contingencies
3. Provide regular updates to the Superintendent and Finance & Facilities Committee

Other Priorities

- Provide additional training and professional development to Principals on managing building budgets.
- Assist with the development of procedures for collecting fees, fines and fundraising revenue.
- Prepare for and participate in DPI's School Nutrition Administrative Review

POLICY 672 PURCHASING

The Superintendent or designee will serve as purchasing agent for the School District of River Falls and is authorized to purchase all items within the School Board approved itemized budget allocations approved by the School Board. Standards of conduct covering conflicts of interest and governing the actions of employees engaged in the selection, award, and administration of contracts are established in Policy 522.4 – Staff Conflicts of Interest.

All procurement transactions will be conducted in a manner that encourages full and open competition and in accordance with good administrative practice and sound business judgment.

All purchases of supplies, materials, equipment, and services paid for from District funds shall be made in accordance with Federal and State law, School Board policy and the following guidelines established by the School Board to control the amount of funds expended in the district:

1. For expenditures up to $50,000, it is the responsibility of the Superintendent or designee to use good judgment and prudent business procedures to make purchases.
2. For expenditures between $50,000 and $250,000, the Superintendent or designee will seek at least two quotations before making a purchasing decision. Consideration will be given to: (a) cost, (b) vendor's ability to fulfill the contract, (c) delivery, (d) payment terms, (e) design, (f) compatibility with existing district inventory, (g) previous relationships with the vendor, (h) product quality, and (i) general suitability for safe use within the District.
3. For expenditures in excess of $250,000, the Superintendent or designee will use a competitive bid process. Sealed bids will be taken and a deadline for such bids will be set. After the deadline, all bids will be opened by the Superintendent or designee in the presence of at least one (1) witness. Purchases not previously approved by the School Board will be submitted to the School Board for approval.
4. The School Board will not expect bids or quotations for the following items: (a) educational items such as textbooks and workbooks, (b) replacement parts or maintenance contracts for existing equipment or mechanical systems, (c) Cooperative Educational Service Agency (CESA) or government bid products/services utilized by the district, or (d) services required to be furnished to employees as a result of an employment agreement approved by the School Board.
5. Bids or quotations will not be required for professional services, except as specifically required by laws or regulations. Such services will be selected through an interview process.
6. Bids or quotations will not be required in the case of an emergency. An emergency situation is one in which failure to act immediately would cause appreciable damage to facilities, interrupt educational programming, or endanger the life, health or safety of students, staff, or the community. In the event such purchases exceed $100,000, the Superintendent or designee will notify the School Board President.
7. The Superintendent or designee will make all reasonable efforts to design specifications which will allow local vendors to receive consideration.
8. In making the award, consideration will be given, but not limited to: bidder with lowest

cost, offering preferred merchandise, equipment serviced within the district, a place of business which is local, timeliness of delivery and bid which appears to offer the greatest advantage to the district.

9. The School Board or Superintendent/designee reserves the right to reject any and all bids or Request for Proposal responses. The Board reserves the right to accept bids determined to be in the best interest of the school district.

Debarred Contractors Excluded

The District will not award any contract, agreement or subcontract for goods or services to any party that has been suspended or debarred from receiving contracts or subcontracts by the Federal Acquisition Regulations (FAR).

For any contract or subcontract with a value in excess of $250,000, the District will include a provision in the contract or as a condition of any subcontract award that the contracting party attest that it is not at the time of contracting a suspended or debarred party under the Federal Acquisition Regulations and that, if at any time during performance of the services or delivery of goods in the applicable contract, said contractor or subcontractor should be identified as a suspended or debarred entity by the General Services Administration, the contractor or subcontractor will immediately notify the District of that fact, which will serve as sufficient grounds to terminate the contract as the District determines is appropriate.

LEGAL REFERENCE: Wisconsin Statute Sections 120.13(5), 120.13(33)

CROSS REFERENCE: 522.4 Staff Conflicts of Interest, 672.1 Bidding Procedures

DATE OF ADOPTION: September 13, 1971

REVISED: March 19, 1973, July 20, 1983, January 16, 1984, November 18, 1985, September 16, 1991, April 24, 1995, July 17, 2006, November 21, 2011, April 21, 2025, ________________

SCHOOL DISTRICT OF RIVER FALLS
River Falls, Wisconsin 54022

672.1
(formerly DJ-R)

BIDDING PROCEDURES

The following bidding procedures for purchases over $25,000 are designed for use by the Superintendent and all other school officials who may have responsibility in this area.

Formal Bid Notice

1. When items or services to be purchased are considered to be bid items, notice shall be given and formal bids taken. The notice shall be published at least twice in the local newspaper. Suppliers located outside of the school district shall receive the bid notice directly by mail where and when feasible.

2. The formal bid notice shall contain the following:

    a. Invitation to file sealed bids with the Superintendent or his/her designee,
    b. Time limit for receiving bids by the Superintendent or his/her designee,
    c. Time of opening of bids,
    d. Statement that bid forms and specifications may be obtained from the Superintendent or his/her designee,
    e. Statement that the right is reserved to reject any or all bids and to waive technicalities.

Awarding Bids

1. Bids for routine supplies, equipment and services in excess of $25,000 shall be received by the Superintendent or his/her designee and submitted to the Board of Education via the Business Affairs Committee for approval, if the itemized purchase was not previously approved by the Board of Education. The Superintendent or his/her designee will apprise the Board in a timely manner of any purchases over $25,000.

2. Tie bids. If two or more bidders quote the same price, the award will be made in favor of the bidder:

    a. Offering merchandise that is of the make preferred by the using school or department; or
    b. With a place of business which is local; or
    c. Offering merchandise that is manufactured within the State of Wisconsin; or
    d. Offering equipment that is serviced within the district; or
    e. Whose bid appears to offer the greatest advantage to the district for any reason; or
    f. Who offers the most timely delivery, when quicker delivery is to the advantage of the district.

    If the bids are equal in every respect, then the award shall be divided or shall be made by drawing. The bidders affected by the drawing shall be notified and be given opportunity to have a representative present at the time of the drawing.

3. Unless otherwise stated in the call, the award shall be made by total lot; however, the right is reserved to make awards by items or groups of items when it appears to be in the interest of the district to do so.

4. In making an award, the low dollar bid shall be considered first. If this bid does not offer merchandise meeting specifications or the considerations identified in the Board's purchasing policy (672), it shall not be accepted and consideration shall be given to the next lower bid. This procedure shall be followed until the lowest bid for merchandise meeting specifications is determined and the award made. If none of the bids meet specifications, a new call shall be made using amended specifications if necessary.

5. Bids or quotations shall be rejected and not included in the tabulations for consideration when:

   a. They are not received prior to the time specified in the call,
   b. They are not firm,
   c. They are not signed,
   d. The bidder has changed or qualified the bid by:
      (1) Changing the delivery of F.O.B. point;
      (2) Offering used merchandise or that not of the latest crop, model, etc.; or
      (3) Making other substantial change(s).

6. All bids or quotations may be rejected when:

   a. The lowest offer is higher than the amount available for the purchase,
   b. Faulty specification(s) or incorrect information results in offers of undesirable quality,
   c. The interest of the district will be served by a later call,
   d. An award cannot be made within 30 days or other time as specified in the bid call.

7. The Board reserves the right to accept bids determined to be in the best interest of the school district.

CROSS REF: 672, Purchasing

APPROVED: March 19, 1973

REVISED: July 20, 1981
January 16, 1984
November 18, 1985
September 16, 1991
DELETED AS POLICY: June 19, 2006
REINSTATED: May 21, 2007
October 17, 2011