**Municipal Responsibilities**

Participating communities anticipate their usage by filling out the survey form (January for summer supplies; July for winter supplies). Survey forms are tabulated, and the total amount requested by all communities is advertised for bid.  Once bids are received and certified, a municipality buying from the low bidder is considered to have honored the legal advertising requirements and thus saves the cost of advertising.

Participating municipalities themselves need to make separate awards to the lowest responsible bidder for each item. All products are bought directly from the vendor. The awards should be made in a timely manner after bid opening *and are dependent on the guidelines of each municipality*. The municipality is responsible for payment to vendors.

**Summer Materials:** Liquid asphalt, bituminous surfacing material, rock aggregates, rock lining, corrugated metal pipe, corrugated plastic pipe, and any other materials (must be ordered in a significant quantity to be included in bid proposal) specified by municipality.

**Winter Materials**: Anti-skid material, calcium chloride, magnesium chloride, sodium chloride, cold patch, motor oil, antifreeze, hydraulic fluid, and any other materials (must be ordered in a significant quantity to be included in bid proposal) specified by municipality. **Important! Liquid Fuels funds cannot be used to purchase coal ash.**