



**REGISTER NOW!
(SPACE IS LIMITED)**

FREE WORKSHOP

MUNICIPAL BIDDING: PUBLIC WORKS EQUIPMENT AND SERVICES

Road construction and repair, public works projects, general maintenance - every municipality has projects like these every year. It may be reconstructing a portion of road; it may be routine maintenance. In any case, municipalities must take careful steps to be sure they are getting the best value, staying within budget and writing clear and specific bid specifications.

In this session you will study the anatomy of the bidding and purchasing process. How you spend taxpayers' money is one of your most important tasks and responsibilities as an elected or appointed official. You want to get the best deal possible for your constituents but at the same time, you must make sure you comply with the laws that govern purchasing. This course will help you balance those needs and give you confidence as an accountable public servant and steward of the public trust.

Who Should Attend: This seminar has been developed for Managers, Secretaries, Public Works Directors and Staff, as well as Elected Officials.

Schedule: **8:30am – Registration**
 9:00am – Program Begins
 4:00pm - Adjourn

Date and Location: **Centre County**
 March 26, 2010 (Friday)
 Patton Township Municipal Building
 100 Patton Plaza
 State College, PA 16803
 (814) 234-0271
 www.twp.patton.pa.us

To Register: Website: www.palocalgovtraining.org
 Fax: (717) 763-9732

Nickname/Badge Name _____ Full Name _____
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Email _____
Accessibility & Other Needs _____
Is registrant an elected official? ___ Yes ___ No