

**ROCK COUNTY PURCHASING DIVISION  
PUBLIC RECORDS NOTICE**

The Rock County Purchasing Division oversees Centralized Purchasing for County Departments.

The Purchasing Division is headquartered on the 1<sup>st</sup> floor, of the Rock County Courthouse, 51 South Main Street, Janesville Wisconsin. Office hours are Monday – Friday, 7:00 a.m. – 4:00 p.m.

The legal custodian of records within the Purchasing Division is the Purchasing Manager. Information about records and access to records is available from the Purchasing Manager or the Purchasing Specialist.

The only information not open for public inspection includes specific documents, usually of a financial nature, included by a vendor in response to a “Request for Qualifications”, “Request for Bid” or a “Request for Proposal”. In such instances, the vendor specifically requests that the information is confidential in nature. When asked to inspect such a bid or proposal, the confidential piece will not be included for public viewing, again at the vendor’s request if it meets the criteria as set forth under Wisconsin Open Records Law.

Copies of public records may be obtained upon request at a cost of 25 cents per page for regular photo copies made by Purchasing staff, or for the actual, necessary, and direct cost of reproduction in all other cases. Payment in cash or by check must be made at time of copy or in advance if requested by mail.

[PUBLIC RECORDS REQUEST EMAIL](#)