

Title:		Contents:	P-2700
PURCHASE METHODS		Submitted By:	Purchasing Division
		Approved By:	Purchasing Agent
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Policy

In most instances, the County uses the following methods of bidding. Any deviations require the approval of the Purchasing Agent.

1. Telephone/Fax/ or Letter Bids - known as an “Informal Bid.”
2. Request for Quotation (RFQ) – also known as an “Informal Bid.”
3. Invitation for Bids (IFB) – also known as a “Formal Bid” (used for acquisitions under \$100k). This is the preferred method of bidding.
4. Request for Proposal (RFP) – may be used for bidding of services or combination of services and supplies.

Solicitation Requirement

Any bid solicitation for goods or services valued at more than \$10,000, shall be posted on the County bid web page.

Departmental Solicitations

Consistent with applicable provisions of the County Code and Purchasing rules, regulations and standards, the solicitation of bids for any purchase that exceeds a department’s delegated purchasing authority is the sole responsibility of the Purchasing Agent. County departments are not authorized to conduct bids for the acquisition of equipment, services or supplies beyond their delegated purchasing authority.

The Purchasing Division is responsible to ensure that all legal and County requirements are met in any solicitation process. These requirements include, but are not limited to:

- A bidder’s acceptance of the County’s standard terms and conditions.
- A Bidder’s written agreement to comply with the initiatives and requirements of the Board of Supervisors such as the GAIN program, Child Support Compliance Program, Living Wage, etc.
- The security and confidentiality of bids maintained until the close of bid period.
- All bidders receive the same bid information upon which to bid.
- Bids over \$10,000 are posted on the County’s website.
- Consideration of Community Business Enterprises in the solicitation process.

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Departments may solicit a written estimate from vendors for information and/or budgeting purposes, and attach the quote(s) to a properly completed requisition to be submitted to the ISD Purchasing Division as reference for the Purchasing and Contracts Analyst who will conduct the solicitation. However, there should be no expectation that any quotes submitted with a requisition will be used to issue a purchase order nor may a department commit or obligate the County to purchase from any single vendor.