

Title:		Contents:	PP-0510
BID SOLICITATIONS BY DEPARTMENTS		Submitted By:	Purchasing Division
		Approved By:	Purchasing Agent
Effective Date:	12-10-01	Supersedes No.:	
		Page No.	1 of 1

Purpose

The purpose of this procedure is to provide guidelines for the acceptance/rejection of bid solicitations obtained by the department and submitted with their documentation and requisitions.

Policy

The soliciting of bids for purchases that exceed the departments’ delegated authority is the responsibility of the Purchasing Agent. Any deviation from this policy requires pre-approval from the Purchasing Agent.

Background

Many departments solicit written quotes from vendors for informational and budgetary purposes. Upon preparation of a requisition, the quotes are often attached to the requisition for the Purchasing Agent’s reference.

Quotations obtained by departments are for estimating purposes only and does not constitute a formal bid. Formal bids include, but are not limited to the following:

1. County standard terms and conditions.
2. Compliance with requirements for GAIN, Child Support Compliance Program, Living Wages, etc.
3. Confidentiality of bid requirements.
4. Bid information with regards to bidding requirements.
5. Bid posting on the County’s website.
6. Usage of a mailing list.
7. CBE requirements.
8. Others.

Procedures

Purchasing Agent will use quotes attached to requisitions for informational purposes only. The requisition will be processed in accordance with State laws and County policies.

Departments should advise the Purchasing Agent of any health and safety issues or other critical issues prior to submission of a requisition.

Under certain conditions the Purchasing Agent may allow departments to solicit bids beyond their delegated authority. Generally, departments may solicit bids in areas of specialized consulting services, and may include other services and commodities. The department shall submit a letter to the Purchasing Agent requesting pre-approval to solicit bids. The letter must include the following information:

- Type of service or commodity.
- Acquisition dollar value.

Title:		Contents:	PP-0510
BID SOLICITATIONS BY DEPARTMENTS		Submitted By:	Purchasing Division
		Approved By:	Purchasing Agent
Effective Date:	12-10-01	Supersedes No.:	Page No. 2 of 2

- Contract period.
- List of firms to be contacted.
- Specifications or the statement of work.
- Draft of the bid invitation.
- Justification.

Upon completion of the bid evaluation, the department shall submit a requisition to the Purchasing Agent, letter of award recommendation, and copies of the offers received. The award recommendation must include adequate documentation establishing acceptance/non-acceptance of the offers received consistent with specifications contained in the solicitation.

Note: Under no circumstances may a department award or execute a contract or agreement beyond the delegated purchasing authority.

The Purchasing Agent will review department's bid solicitation process and will advise the department accordingly, prior to issuance of a purchase order.

Service Bids in Excess of \$100,000

The Purchasing Agent will not authorize any bid solicitation for services where the total expenditure to one vendor may exceed \$100,000. These requirements exceed the Purchasing Agent's authority, and the department must obtain approval from the Board of Supervisors.