

PURCHASING BIDS & TABULATION PROCESS

A. BIDDING PROCESS AND PROCEDURES

- (a) Bid Procedures – Purchases of \$15,000 or More (unless over \$15,000 but under \$25,000 and three (3) written Quotations submitted and approved by Commissioner Court.

1.

Requesting Department's Responsibilities

- (b) Obtain a bid packet from the Purchasing Department.
- (c) Complete all documents in the bid packet.
- (d) Return the bid packet materials to Purchasing far enough in advance of the desired purchase date to allow time for the formal bidding process (not less than seven days before Commissioners' Court agenda deadline).
- (e) Be present at the meeting of the Commissioners' Court, during which the bid specifications and authorization to bid are requested.

Purchasing Department's Responsibilities

- (a) Determine if such item or items are exempt from competitive bidding procedures.
- (b) Determine if it is impractical to prepare detailed specifications.
- (c) Review bid specifications to determine adequacy in light of general requirements and to ensure that they are not unduly restrictive.
- (d) Prepare final bid specifications for bid letting.
- (e) Prepare agenda request and notify the department of agenda date.
- (f) Following approval by Commissioners' Court, mail bid specifications to vendors.

2. General Bidding Information

The Commissioners' Court will insure publication of the legally required notice. No specifications are to be written with the intent to exclude a possible bidders. Competitive bidding can be let on either a lump sum or a unit price basis. If unit price bids are solicited, the needed quantities of each item are to be estimated in the requisition based on the best available information. The successful bidder's compensation, however, will be based on the actual quantities supplied, furnished or constructed.

3. Bid Opening

Following receipt of bids the Purchasing Department will open in the Purchasing Department. Anyone may attend. All sealed bids will be opened on the assigned day at the designated time. Bids will be read aloud and recorded on a bid tabulation sheet. The Purchasing Department will furnish tabulations of the bids to the Commissioners' Court, bidder and the requesting department.

4. Bid Recommendations

After examining copies of all the bids, the requesting department will send a written recommendation for bid award to Purchasing at least seven days prior to the deadline for Commissioners' Court agenda. The Purchasing Agent will verify recommendation to the lowest bid received. Any recommendation to award to other than the low bidder will be presented to the Auditor, Judge, and Commissioners for resolution prior to submission to the Court.

EXH. A: TABULATION

TABULATION

ANNUAL BIDS 95/96 – JANITORIAL SUPPLIES: LINERS & PAPER PRODUCTS
 AS PER BIDS RECEIVED ON NOVEMBER 21, 1995 AT 10:30 A.M.
 FROM: DECEMBER 12, 1995 TO: DECEMBER 1, 1996 W/ONE (1) YR. RENEWAL OPTION
 OPEN MARKET PRICE INCREASES ALLOWED

BIDDER'S NAME AND ADDRESS		ASTRO 316 S. 23 RD RD. ST. MCCALLEN, TX 78501 (800) 339-7695	GULF COAST PAPER 635 BILLY MITCHELL BROWNSVILLE, TX 78521 (956) 541-2281	CENTURY PAPERS 1328 E. HACKBERRY MCCALLEN, TX 78501 (900) 733-4669
DESCRIPTION	ANNUAL USAGE			
A. CATEGORY – LINERS:				
1. 24X33 (10 MIC) R.	120/CS	→ \$1,830.00	\$2,616.00	\$2,844.00
2. 18X12X45 (1.6 ML)R.	160/CS	→ \$2,568.00	\$1,888.00	NO BID
3. 33X40 (19 MIC) R.	35/CS	→ \$356.16	\$341.25	\$346.50
4. 40X48 (19 MIC) R.	40/CS	→ \$395.04	\$364.00	\$304.00
5. 38X60 (19 MIC) R.	24/CS	→ \$140.70	\$127.20	\$136.80
6. 38X60 (22 MIC) R.	216/CS	→ \$1,636.20	\$927.50	\$1,620.00
B. CATEGORY – PAPER				
1. WIPERS 14 X 21	75/CS	NO BID	\$5,062.50	→ \$4,083.75
2. MULTIFOLD BEIGE R.	388/CS	→ \$6,305.00	\$6,828.80	\$7,026.68
3. NATURAL ROLL R.	250/CS	→ \$5,160.00	\$5,612.50	\$5,760.00
4. JRT SCOTT TISSUE R.	75/CS	→ \$2,709.45	\$3,503.25	\$3,240.00
5. TOILET TISSUE R.	1950/CS	→ \$73,120.32	\$87,237.54	\$77,220.00
6. FOLDED TOILET R.	40/CS	NO BID	\$2,186.40	→ \$1,728.00
7. SAFETY FREE PAD	24/CS	→ \$898.80	\$52.53	\$40.95
8. CLOTH WIPERS 14X21	30/CS	→ \$724.50	\$607.50	NO BID
GRAND TOTAL		→ \$95,884.01	\$117,354.97	\$104,350.68

RECOMMENDATION →

I HEREBY CERTIFY THE ABOVE TO BE THE CORRECT BIDS RECEIVED.

 MICHAEL FORBES, ASST. AUDITOR/PURCHASING DATE

After certification of recommendations, the Asst. Auditor/Purchasing will obtain an agenda setting, notify the department and forward the bid recommendation to the Commissioners' Court.

A contract may not be awarded to a bidder, who is not the lowest dollar bidder meeting specifications unless, before the award, each lower bidder is notified by the Purchasing Agent of the proposed award and offered an opportunity to appear before the Court presenting evidence concerning the lower bidder's responsibility. The County Auditor shall review all bid recommendations that have been submitted to the Commissioners' Court.

5. Bid Award

Bids will be awarded to the lowest and best responsible bidder. In addition to the price, Commissioners' Court will consider:

- (a) the quality of the product;
- (b) the adaptability of the product to the intended use; and
- (c) the ability, experience, efficiency, integrity and financial responsibility of the bidder.

When only one bid is received by the County, the bid may be accepted if the Commissioners' Court determines the price is fair and reasonable. If the price is not fair and reasonable, the bid is rejected.

If two or more responsible bidders submit identical bids, the bid award will be made by drawing lots or as directed by the County Judge.

6. Bid Bonds

A vendor awarded a contract may be required to post bond. If it is required, the Commissioners' Court will include the requirement in the bid advertisement. A Bid Bond will be required for Construction Contracts exceeding \$25,000. A performance bond is required for all construction contracts in excess of \$50,000. The performance bond amount which will be required shall not be less than five percent (5%) of the total contract price.

7. Construction Bonds and Contracts/Performance Bonds

A vendor awarded a contract may be requested to post a construction or performance bond in the amount of 100% of the total cost.

8. Acquisition of Item After Bid Award

Following award of the bid contract by Commissioners' Court, the requisition is processed in the manner described in Section III above.

9. Change Orders

A change order to construction contracts may be required when it becomes necessary to make changes after performance of the contract has commenced. The Auditor is authorized to approve increases or decreases to the original contract price of \$5,000 or less. The original contract price may not be increased by more than 25%. All change orders requiring increases or decreases to the contract price involving more than \$5,000 must be approved by Commissioners' Court. All decreases of 25% or more of the original contract price must have the written consent of the contractor.

Any major alterations of the plans or specifications must be submitted to Commissioners' Court for approval.