



Bidding Policy

POL#2017-601

Date of Adoption: July 12, 2000

Date of Amendments: 1/09, 7/11, 6/17

Last Review 12/17

1. **Sealed Bids** – Competitive bids shall be solicited for all contracts in which the total County obligation is anticipated to be \$20,000 or more. The requirement for competitive bids shall not apply to intergovernmental contracts. All bid proposals shall be reviewed and approved by the Administrator’s Office prior to distribution.
2. **Authority to award bids** - The Board of Commissioners may assign authority to award a bid to a named county official otherwise the Board reserves to itself the authority to award the bid.
3. **Bid and Performance bonds** – The Administrator’s Office shall determine the necessity of a bid or performance bond for each bidding process. For construction projects in excess of \$100,000 a performance bond of 100% of the project cost shall be required. The responsible committee is authorized to require performance bonds for projects less than \$100,000 if it is deemed necessary. Performance and bid bond requirements may be waived, as necessary, at the discretion of the responsible committee.
4. **Quotes and estimates** - For goods and services anticipating to cost less than \$20,000, County departments, boards and committees are authorized to determine the best method of procurement including the bidding process, quotes and estimates. Evaluation and selection of the appropriate method is to be handled on a case by case basis.
5. **Local preference** – Local vendors are encouraged to submit proposals on bid requests to provide goods and/or services to Lenawee County government. The increase in economic activity through local jobs, tax revenues, and expenditures, resulting from contracting with local vendors is evaluated in the cost consideration. Other considerations include quality, service, and time constraints. The lowest cost proposal does not necessarily result in the award of the proposal, because of other factors also being evaluated.
6. **Use of another organization’s bidding procedures** – To benefit from interagency collaboration, it will be an acceptable practice for any Lenawee County agency or department to utilize a third party to conduct bidding for goods and/or services upon advanced approval of the County Administrator. Documentation relating to the third party’s bidding policy must be submitted with the request for approval.
7. **Ability to override** – The Board of Commissioners may waive this bidding policy by a 2/3 majority vote if such action is determined to be in the best interests of the County.