

	FORMAL INVITATION FOR BID (IFB)	Approval Date 11/01/12
	DIVISION AND POLICY NUMBER PURCHASING - 1060	Revision Date N/A

PURPOSE:

The purpose of this Policy is to maximize open and fair competition between vendors while assuring the best possible product or service at the best price for those products and services purchased by Adams County. This Policy is established to define the conditions where a formal Invitation for Bid (IFB) is required.

ELECTED OFFICIALS/DEPARTMENTS AFFECTED: All

POLICY:

The Adams County Board of County Commissioners (BOCC) requires a formal IFB for all goods and/or annual services to be purchased by Adams County in excess of the individual approval limits of Elected Officials and Department Directors as established in [Policy #1010](#) or as otherwise provided in this Policy and/or state or federal law.

An IFB is used when the specifications of the item can be well defined as to specific performance and/or design. Examples of items where an IFB would be used include vehicles, copiers, fuel, concrete, sand, herbicides, etc.

The BOCC shall not be bound to select the supplier submitting the lowest bid, should it be determined that bid or supplier be considered non responsive and/or non responsible; then the BOCC may also reject all bids should it be determined to be in the best interest of Adams County.

If prices are equal and if the quality and service of the bidders are deemed to be equal, the condition is referred to as a tie bid. In this situation the BOCC may choose to award the bid according to but not limited to the following criteria: business location within the boundaries of Adams County, past business history with Adams County Government, and businesses located within Colorado. Each of the aforementioned criteria can stand alone or be considered collectively.

EXCEPTIONS:

Unless otherwise prohibited by State or Federal law or these Policies and Procedures the BOCC does not require a formal bid under any one of the following circumstances:

1. When the item(s) or service has been formally awarded to a vendor by the State of Colorado, MAPO, or other cooperative purchasing group and the product meets the needs of Adams County.
2. The item(s) or service may be single sourced when the product or service is of a unique nature, or allows for standardization with existing equipment and shall provide exceptional value to Adams County, see [Policy #1080](#).
3. Emergency purchases where the health, safety, or well being of the citizens, employees or county property may be endangered if the purchase is delayed, see [Policy #1015](#).

Adams County Manager or the BOCC must approve any exception not previously mentioned within the approval authority guidelines outlined in [Policy #1010](#).

PROCEDURE:

1. The requesting Department is to submit a requisition in the JDE system in accordance with established procedures, [see ..\JDE Rollout\SSReg_Requestor User Manual.doc](#). The Purchasing Division or the Sheriff's Office has the authorization to Award to the winner a Purchase Order. Purchasing Division will issue an Agreement when necessary.
2. The Purchasing Manager shall assign one of the Purchasing Division staff to assist the requesting Elected Official/Department to:
 - 2.1. Aid in the development and review of the specifications for the IFB
 - 2.2. Develop the advertisement for the newspaper or publication
 - 2.3. Determine if a Bid Bond is required.
 - 2.4. Determine if a Performance and Material Payment Bond is required.
 - 2.5. Determine what insurance; general liability, workers compensation, professional liability, etc. and what level of insurance coverage is desired in conjunction with Risk Management and the Adams County Attorney.
 - 2.6. Develop the bidders list.
 - 2.7. Distribute the IFB.
 - 2.8. Evaluate the responses.
 - 2.9. Award a Purchase Order, a Contract or an Agreement, as required.
3. Once the IFB document is completed, the requesting Elected Official or Department Director or their designee must sign off on the completed document before it can be sent out to the vendors. The Purchasing Division staff shall then:
 - 3.1. Prepare the bid packets including:
 - 3.1.1. The IFB.
 - 3.1.2. The Scope of Work or Specifications and Plans that details Adams County's situation and the desired final outcome.
 - 3.1.3. Special provisions.
 - 3.1.4. Insurance requirement attachment.
 - 3.1.5. Time, Date and Location of Pre-bid conference meeting(s), if required.
 - 3.1.6. Time and Date when questions must be submitted in writing to be included in any addendum.
 - 3.2. Posts the package to the Rocky Mountain E-Purchasing System and newspapers where applicable.

4. Pre-bid conference meeting – the Purchasing Division staff shall:
 - 4.1. Attend all pre-bid meetings to record the attendees,
 - 4.2. Note any issues which require explanation,
 - 4.3. Develop and distribute to all vendors any addendum/addenda to the bid document.
5. IFB opening: The Purchasing Division staff shall assure:
 - 5.1. Acceptance of all sealed bids up to the time of bid opening noting the time and date the bid was delivered on the outside of the sealed package. No bids shall be opened prior to the time and date specified in the IFB.
 - 5.2. All bids submitted after the time stipulated in the IFB shall not be opened and shall be returned to the sender with a letter stating that the bid was submitted late and shall not be considered.
 - 5.3. All bids shall be opened in a public setting with the Purchasing Division staff member stating the vendor's name and pricing. A second Purchasing Division staff member shall be present to record and witness the opening of all the bids on a bid tally sheet.
 - 5.4. The bid tally sheets shall be made available to attendees upon request.
 - 5.5. The bid tally sheet and copies of all the bids including all appropriate attachments related to bonds and insurance shall be forwarded to the requesting Department for their review and written recommendation. The recommendation is to be sent to Purchasing Division for processing through Adams County Manager or the BOCC depending on the approval required per [Policy #1010](#).
 - 5.6. The Purchasing Division shall review the recommendation to assure the award is given to the lowest responsive and responsible bidder.
6. When processing the recommendation – The Purchasing Division staff shall:
 - 6.1. Prepare the package to be presented to Adams County Manager or the BOCC including:
 - 6.1.1. The resolution, where required,
 - 6.1.2. The bid tally sheet,
 - 6.1.3. Supportive documentation, when needed,
 - 6.2. When BOCC approval is required, arrange for the package to be placed on the BOCC agenda for public hearing as soon as possible,
 - 6.3. Send an electronic copy of the bid packet and Board resolution to the BOCC's special email address for agenda items. Inform the requesting Department of the time and date when the BOCC shall review the recommendation in public hearing.
7. Contract Administration if needed – The Purchasing Division staff shall:
 - 7.1. Prepare the contract and forward it to the Adams County Attorney for preliminary review and sign as approved to form.
 - 7.2. After editing the document, per the Adams County Attorney, two (2) originals are sent to the vendor for signature. Both originals are returned with any bonds and insurance certificates that are required.
 - 7.3. When required by [Policy #1010](#) forward two originals to the BOCC for final signature by the Chair of the BOCC. Two originals are returned to Purchasing Division.
 - 7.4. Purchasing Division sends one fully executed Agreement to the vendor along with a Purchase Order and retains one original of the contract for Finance's files and will then forward a copy to the end user.

- 7.5. The Purchasing Division shall maintain a database of contract information that will include a copy of the Agreement and including, but not limited to: supplier, sign date, renewal date if applicable, insurance certificate and bonding information.
- 7.6. Follow-up with the requesting Department:
 - 7.6.1. Within six months Purchasing Division shall follow up with the requesting Department to find out if the vendor is complying with the terms of the Agreement in a satisfactory manner.
 - 7.6.2. If there are problems with the vendor's performance Purchasing Division shall seek corrective action from the vendor including documenting all problems in a letter to be sent to the vendor copying the Adams County Attorney.
 - 7.6.3. If there is no resolution to the problem the issue shall be referred to the Adams County Attorney for legal action.
8. Bid Close – The Purchasing Division staff shall:
 - 8.1. Notify all the vendors that were not selected.
 - 8.2. Enter the Agreement into the Purchasing Division database.