

Bidding Policy

#F00-01

Date of Adoption: July 12, 2000

Date of Amendments: 1/14/09, 7/13/11

1. **Sealed Bids** – Sealed bids shall be solicited for all contracts in which the total County obligation is anticipated to be \$20,000 or more. The requirement for sealed bids shall not apply to intergovernmental contracts. This provision may be waived by 2/3 majority of the full Board of Commissioners.
2. **Authority to award bids** - At such time as the solicitation of bids is authorized by the County Board of Commissioners, the Board shall determine if the authority to award a bid shall be delegated to a named official or if the Board reserves to itself the authority to award the bid.
3. **Bid and Performance bonds** - A bid bond of 5% of the total project cost is required if the bidding process is followed. A performance bond of 100 % of project cost is required for any project anticipating to cost \$50,000 or more. The Physical Resources Committee is authorized to require performance bonds for projects less than \$50,000 if it is deemed necessary. Performance and bid bond requirements may be waived, as necessary, at the discretion of the Physical Resources 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.

A) BOND APPROVALS:

- 1) Full faith and credit of County
 - a) Water, sewer and drainage issues must be approved by resolution of participating municipalities
 - b) **Physical Resources Committee** to review proposed water, sewer or drainage issues and participation, if any, of County Drain Commission
 - c) **Physical Resources Committee** to recommend or refer “full faith and credit” bond issues to **Personnel/Ways and Means Committee**
 - d) All other “full faith and credit” bond issues to be reviewed by **Personnel/Ways and Means Committee** prior to consideration by **County Board of Commissioners**
 - e) **Personnel/Ways and Means Committee** to recommend or refer “full faith and credit” bond issue to **County Board of Commissioners**
 - f) **County Board of Commissioners** to approve/disapprove issuance of full faith and credit bonds
- 2) Authorization without full faith and credit of County
 - a) Proposed bond issues for economic development, hospital finance, and any other project(s) that require County approval but **not** the extension of the County’s full faith and credit must be reviewed by the **Personnel/Ways and Means Committee** a minimum of thirty (30) days in advance of scheduling a public hearing at a **County Board of Commissioners** meeting
 - b) **Personnel/Ways and Means Committee** to recommend scheduling a public hearing on proposed bond issue at a **County Board of Commissioners** meeting a minimum of thirty (30) days in advance
 - c) **County Board of Commissioners** conducts public hearing on proposed bond issue and approves / disapproves its issuance

B) ANNEXATIONS (Village and Township)

- 1) Resolution received from petitioning Village Council; statutory public hearing on Village annexation scheduled for regular **County Board of Commissioners** meeting

- 2) **Personnel/Ways and Means Committee** to review and recommend or refer annexation request to **County Board of Commissioners**; may request position of township(s) prior to annexation public hearing
- 3) **County Board of Commissioners** conducts statutory public hearing and approves / disapproves annexation request