

Bid Process:

Sealed Bids will be solicited and careful attention is given to the specification governing such purchase. Bids are mailed to vendors on file for that particular supply or service. The Purchasing Agent selects an opening date of the bid and time and place where the bid is to be publicly opened. The sealed bids are opened and tabulated in the Purchasing Department, and a vendor is selected in accordance with purchasing policy. Public notice will be given for a minimum period of five (5) days. All bids will be received in the Purchasing Department. Recommendations may be made by the department head or elected official as to the acceptability of the bids. The Purchasing Agent who will make the final award will evaluate recommendations. Bids will be awarded to the lowest and best bidders conforming to the specifications, qualities, and delivery requirements. When deemed necessary, vendors will be required to enclose a performance bond as bid deposit. In the event the successful bidder does not comply with the provisions of the bid, the deposit will be retained by the County as liquidated damages.