

PURCHASING MANUAL



ANDERSON COUNTY GOVERNMENT

ANDERSON COUNTY, TENNESSEE

*Approved by County Commission on March 19, 2007
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PURCHASING MANUAL

ANDERSON COUNTY, TENNESSEE

SECTION 1

INTRODUCTION: This manual contains the purchasing policies, rules, regulations, and procedures of the Anderson County Purchasing Department. It is to be known as the Anderson County Purchasing Manual. It has been developed and approved by the Anderson County Purchasing Commission and the Purchasing Agent in conformance with the County Purchasing Law. The State of Tennessee County Purchasing Law of 1957 was adopted for use in Anderson County by a referendum election held in August 1960. The law became effective at the start of the next fiscal year on July 1, 1961.

These procedures are for use primarily by the county Purchasing Agent; however, copies should be made available to all other departments, officials, and agencies of the County for their information and compliance therewith as required by the County Purchasing Law.

These procedures shall not conflict with the provision of the County Purchasing Law but will supplement it by providing further detailed policies, rules, and procedures that are set forth in the law.

The County Purchasing Agent shall be responsible for seeing that these procedures are complied with in all purchases made for Anderson County.

The manual is prepared in loose-leaf form to facilitate revisions. In order to be effective, the manual must be dated with the date it was approved by the Purchasing Commission in conjunction with the Purchasing Agent.

The appendix to the manual is a copy of the County Purchasing Law.

FUNCTIONS AND RESPONSIBILITIES: The Purchasing Department is responsible for procuring all supplies, services, and materials required for continuous county operation. It is an integral part of the county government and serves as a coordinating agency between the vendors and using agency.

The Purchasing Agent, as head of the Department, insures full compliance of requisitioning and purchasing procedures in order to minimize waste and maximize efficient practices consistent with the Purchasing Law. The sale of surplus, obsolete, and scrap materials is accomplished by the Purchasing Department in accordance with procedures contained herein.

This department was established to serve the county departments by keeping abreast of sources of supply, evolutionary marketing developments, and

technological advances, which consistently affect all purchases necessary for county operation.

LEGAL PROVISIONS: Reference Section 5-14-105 TCA duties and powers of Purchasing Agent.

The County Purchasing Agent shall have exclusive power, and it shall be his/her duty:

1. To contract for and purchase all supplies, material, equipment, and contractual services required by each and every official, agency, office, department, or employee of the county government, or which is supported by or under control of the county government and which expends or encumbers any of the county's funds. No other official, employee, or agent of the county or of any of its departments or agencies, shall be authorized to contract for or purchase any such materials, supplies, equipment, or contractual services;
2. To arrange for the rental of machinery, buildings, or equipment when the rents are to be paid out of funds belonging to the county of any department, institution, or agency thereof; and no other official, employee, or agent of the county shall have the right or power to make any contract for such rental;
3. To transfer surplus materials, supplies, and equipment to or between county departments and agencies as may be needed for the proper and efficient administration of the county government; and
4. To have charge of any central storeroom or central mailing room or similar services which may hereafter be established for the efficient and economical handling of the county's business. (Acts 1957, CH. 312, & 4.)
5. The Purchasing Department is the only party authorized and empowered to make purchases for agencies, offices, and departments of Anderson County Government.

Signature Authority Resolution – A Purchasing Assistant has substitute signature authority to sign and approve all county purchasing documents and contracts in the event of absence, from work or suffering from incapacity by the county Purchasing Agent. Authority is granted only for the time period specified, and requires concurrent signature of the County Mayor. Reference the Anderson County Commission regular meeting minutes of 17th day of November, 2003. **Exhibit 1.1**

GENERAL PROVISIONS The purpose of these procedures is to provide for the fair and equitable treatment of all persons involved in public purchasing by Anderson County, to maximize the purchasing value of public funds in procurement, and to provide safeguards for maintaining a procurement system of quality and integrity.

The Purchasing Department is responsible for procuring all supplies, services, and materials required for continuous county operations. It is an integral part of the county government and serves as a coordinating agency between the vendors and using agency.

These policies and procedures apply to contracts for the procurement of supplies, services, construction, and disposal of surplus property or contracts entered into by Anderson County Government. They shall apply to all expenditures of budgeted public funds by a County agency for public purchasing irrespective of the source of the funds, with the exception of payroll, attorney fees, County debt, and the servicing of such debt. When the procurement involves the expenditure of federal assistance or federal funds, the procurement shall be conducted in accordance with any mandatory applicable federal law and regulations. Nothing in these procedures shall prevent any County agency from complying with the terms and conditions of any grant, gift, bequest, or cooperative agreement that is otherwise consistent with law.

PURCHASING AGENT The Purchasing Agent is authorized to oversee all duties and responsibilities relative to purchasing. The Purchasing Committee has been established to assist the purchasing agent in developing policies and procedures for implementing an economical and efficient purchasing system.

The Purchasing Agent may delegate authority to purchase certain supplies, services or construction items to the Purchasing Assistant or Purchasing Clerk or other County employees, if such delegation is deemed necessary for the effective procurement of those items. Any designee of the Purchasing Agent shall exercise delegated authority in accordance with the delegation applicable laws and these regulations.

SECTION 2

PURCHASING PROCESS All purchases shall be made in accordance with the State of Tennessee Purchasing Act of 1957. (Exhibit 2.1)

1. **Formal Bids:** Formal sealed bids will be solicited for purchases of goods and services of \$10,000 or greater for all General County and Education Departments. Formal sealed bids will be solicited for purchases of good and services of \$10,000 for greater for the Highway Department [As amended by House Bill 1823, April 11, 2005, T. C. A. 54-7-113]. In these bids, careful attention is given to the specification of such purchases. A formal bid is mailed to vendors in the purchasing database and to additional vendors

submitted by the requisitioning department for that particular supply or service. The Purchasing Agent selects an opening date and time where the bid is to be publicly opened. Goods and services estimated to cost more than the above limits will not be subdivided to circumvent the sealed bid requirement.

2. **Informal Quotes:** All purchases above \$5,000 may be made in the open market, but will be documented by at least **three** documented competitive quotations or prices, as amended by County Commission on June 18, 2007. Excluding the Highway Department see [As amended by House Bill 1823, April 11, 2005, T. C. A. 54-7-113].
3. **Emergency Purchases:** After business hours the department head will use his/her judgment as to the justification of the emergency purchase. Emergency purchases shall be limited to needs arising, which are not normally foreseeable. Emergency purchases are made to protect the public health, welfare or safety of citizens or when immediate repair is necessary to prevent further damage to public property, machinery or equipment. A requisition, the invoice (if available), and a memo justifying the purchase must be in the Purchasing Department before the close of the next business day following the date of such purchase. Failure to follow this procedure will place the entire responsibility for the purchase on the department head. (Exhibit 2.2)
4. **Sole Source:** Purchases that exceed \$10,000 must be based on competitive bids. Bids may be from any county agency, any Federal, State or Local governmental units or agency. Purchases may be based on State of Tennessee Contracts, U. S. Communities agreements and Cooperative Purchasing Alliances. (See Cooperative Purchasing Agreements and or Exclusive Rights and License)
5. **Public Authorities:** Bids are not required for services for which the rate of price is fixed by a public authority authorized by law to fix such rates or prices, i.e. Utilities.
6. **Textbooks:** Tennessee Code annotated 49-6-2201 ---2209 and 49-3-310 created the State Textbook Commission, is responsible for preparing an official list of textbooks for approval by the Tennessee Board of Education. Local school boards adopt textbooks from this list. Supplies of books are maintained in a depository in the state. Counties make their purchases directly from the depository.
7. **Cooperative Purchasing Agreements:** As authorized by T.C.A. 12-3-1008 and 12-3-1009; Any municipality, county, utility district, or other local government of the state may participate in, sponsor, conduct or administer a cooperative purchasing agreement for the

procurement of any supplies, services or construction with one (1) or more other local governments in accordance with an agreement entered into between the participants. Such cooperative purchasing may include, but is not limited to, joint or multi-party contracts between local governments. Where the participants in a joint or multi-party contract are required to advertise and receive bids, it shall be sufficient for those purposes that the purchasing entity comply only with its own purchasing requirements.

8. **Products with Exclusive Rights and License** Are those products where only one vendor holds the exclusive distribution rights and/or the exclusive distribution license by law to a particular product. Vendors must be able to document this to the satisfaction of the Purchasing Agent. Purchases of these products require approval by the Purchasing Agent, if the purchase exceeds quote or bid limits.
9. **Other Government Agencies:** As authorized by T.C.A. 12-3-1001 and 12-3-104: The County may purchase materials, supplies, commodities and equipment from any federal, state or local governmental units or agency, without conforming to the competitive bidding requirements.
10. **Purchase of Fuel Products and Perishable Commodities:** Pursuant to Tennessee Code Annotated, Section 5-14-108 (n) (1), purchase of fuel, fuel products and perishable commodities are exempt from public advertisement and competitive bidding when such items are purchased in the open market.
11. **Public Notice:** Adequate public notice of the invitation for bids shall be given a reasonable time (not less than ten calendar days). Purchasing will decide whether to (a) insert the public notice in a newspaper of county wide circulation, (b) post the public notice on the bulletin board and/or Purchasing Bid Board in the courthouse, or (c) post on Anderson County Government Purchasing website. The notice will include a general description of the items or services to be purchased, where bid forms and specifications may be obtained and the time and date of the bid opening.
12. **Bid Receipt and Opening:** All bids received by purchasing shall be kept in a secure box, safe, or file prior to opening. When the prescribed time and date for the bid opening arrives, the bids will be publicly opened and recorded by the Purchasing Agent or designee. The amount of each bid, and such other relevant information as the Purchasing Agent deems appropriate, together with the name of each bidder shall be logged on a tab sheet and provided to vendors as requested. Bids shall be open to public inspection only after bid award.

13. **Term / Fiscal Year Bids:** Such materials, supplies or services, which are consistently needed for the operation of multiple county departments, i.e. Xerographic Paper, Pest Control Services, Office, School Supply and Office Furniture Discount, Fire Extinguisher Service, will be purchased by the use of the formal bid procedure. Bids will be received and reviewed by the Purchasing Committee and forwarded on to County Commission with a recommendation for award.
14. **Invoice Payments:** Accounts and Budgets Department will process invoices for payment as promptly as possible in order to take full advantage of all discounts allowed. No vendor's invoice will be paid unless supported by a proper purchase order. The Director of Accounts and Budgets is authorized to make payments to vendors for purchase orders not to exceed 10% of the original purchase order price, up to a maximum amount of \$200.00. Purchase orders that exceed these limits **must** be voided and a new purchase order issued.
15. **Award of Bids:** The Purchasing Agent or designated purchasing employee and representatives of the requisitioning department, if requested, shall evaluate all bids. The sealed bids are opened and tabulated in the Purchasing Department, and a vendor is selected in accordance with purchasing policy. When deemed necessary, vendors will be required to enclose a performance bond. In the event the successful bidder does not comply with the provisions of his bid, the deposit will be retained by Anderson County as liquidated damages. The contract shall be awarded based on the lowest and best bid.
16. **Blanket Purchase Orders:** Blanket purchase orders are used to reduce time and administrative costs. These purchase orders are used for repetitive purchases.
17. **Direct Payment Authorization List:** The list of items that qualify for payment without a purchase order shall be amended by the Purchasing Committee and forwarded on to County Commission for approval. (Exhibit 2.3)
18. **Centralized Purchases and Services:** Is a function of the Purchasing Department and consists the bids of those items, which benefit all county offices and departments. Bids will be solicited on a fiscal year basis for office supplies, janitorial supplies, xerographic paper, fire extinguisher service, and pest control service in order to save money and time for all departments. The Purchasing Agent in conjunction with the Purchasing Commission will review bids and make recommendation to County Commission for award.

19. **Products with Exclusive Distribution Rights** - Are those products where only one vendor holds the exclusive distribution rights and/or the exclusive distribution license by law to a particular product. Vendors must be able to document this to the satisfaction of the Purchasing Agent. Purchases of these products require approval by the Purchasing Agent, if the purchase exceeds quote or bid limits.

SECTION 3

REQUISITION PROCESS The purchase requisition initiates the procurement process. The requisition form is designed for speedy preparation and handling. The receipt of a requisition with the necessary information and required signature gives the authority for each specific purchase. Department heads and elected officials can request any equipment, materials or supplies that are necessary for the operation of that office. However requisitioning departments **DO NOT HAVE** legal authority to commit Anderson County funds for the purchase of items. Only the Purchasing Agent has legal authority and obligation to commit County funds for expenditure.

Department / Shipping Address Codes – The Purchasing department assigns each department a series of numbers to be used on a fiscal year basis that identifies the department in the accounting system for shipping purposes. (Exhibit 3.1)

The original requisition is to be sent to Purchasing. Purchasing will review the requisition for the purpose of assuring that all required information is provided; whether the item requires sealed bid; that the purchase will comply with the budget and that contract compliance, when applicable, is assured. Should the need require monies in excess of the approved budget, it shall be the duty of the elected official or department head of the using department to request additional appropriation from the proper source. All department heads shall designate in writing to the purchasing department, person(s) from their offices that may sign requisitions in the event that the agency head is not available. Requisitions must be issued for all purchases except for those identified on the Direct Payment Authorization List. (See Exhibit 2.2) Requisition forms are available in either *Excel* or *WORD* format from the Purchasing Department. (Exhibit 3.2)

REQUISITION PREPARATION The originator should have complete information at hand so as to eliminate errors and avoid delay. The following information is needed:

- Requisition Number
- Department Name
- Vendor Name Address and Phone number or words "FOR BID"
- Ship to Address
- Appropriation and Object Codes
- Item Description

- Unit Price
- Unit of Measure or Quantity

If the department has a preference as to the vendor, this should be indicated. The department that requisitioned the goods or services shall be responsible for the receipt, inspection and acceptance of incoming supplies, services and equipment. The department shall review the invoices or packing slips and certify by signature of the elected official or department head on the receiving report copy of the purchase order that the items covered by the invoice/packing slip have been received in good condition and correct quantities and that payment of the purchase order is approved. All documentation should then be forwarded to the Accounts and Budgets Department for payment.

PURCHASE ORDERS The purchase order is a five-part numbered form, which is used to authorize the vendor to supply goods or services. A purchase order will not be issued unless authorized by a proper requisition that meets the above guidelines.

The purchase order is distributed as follows:

- Original Copy (White): Is mailed to the vendor. (Exhibit 3.3)
- Yellow Copy: Is forwarded to the requisitioning department. When the item is received, an authorized departmental designee signs the yellow copy along with the invoice and forwards on to Accounts and Budgets Department for payment.
- Pink Copy: For the requisitioning department file.
- Golden Copy: For Purchasing Department vendor file.
- Blue: For Purchasing Department requisition file.

PURCHASES EXCEEDING \$5,000.00: At least three (3) written or faxed quotes are required for these purchases from approved vendors.

PURCHASES MORE THAN \$10,000.00: 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 or letter of credit. In the

event the successful bidder does not comply with the provisions of the bid, the County will retain the deposit as liquidated damages.

BUDGET ALLOTMENTS: Correct and complete budget codes must be given. The Budget Director will audit the purchase order and check the code on all items listed and certifies the availability of funds.

DELIVERY: When items are received the yellow copy of the purchase order should be sign by the department head or elected official and forwarded to the Accounting Department with the invoices. In the event of an incomplete delivery on any purchase order, a “partial delivery report” will be completed for the items received and forwarded to the Accounting Department with the invoices covering these items for payment to the vendor. Receiving reports and invoices should be forwarded promptly to the Accounting Department in order to take full advantage of all discounts allowed.

CONSTRUCTION/RENOVATIONS ADA: County Commission minutes of January 21, 2003, requires plans to be reviewed by the ADA Committee for ADA compliance which includes ADA Committee sign off verifying ADA compliance before bids are sent out and adds the Purchasing Agent to the process of construction or renovations of County owned buildings.

SECTION 4

SURPLUS PROPERTY: The Purchasing Agent is responsible for the disposition of all surplus and scrap materials belonging to the county. Periodically all departments will be asked to report stocks of materials, which have become obsolete or worn and no longer useful to their operation. Surplus may be transferred from one department to another in accordance with the purchasing law. No department shall transfer, sell, trade-in, or otherwise dispose of supplies, materials, equipment, buildings, or land owned by the County without written authorization of the Purchasing Agent. To notify the Purchasing Agent of surplus supplies or materials, the department head shall fill out a Property Disposition form describing the surplus material. If a transfer cannot be arranged, all surplus materials, equipment, buildings and land shall be disposed by public sale. When deemed necessary or desirable, for the best interest of Anderson County, the Purchasing Agent may dispose of surplus and/or obsolete materials or property at public auction. Computer hard drives **MUST** be removed to ensure proper sanitation of computer equipment and is the responsibility of each elected official or department head.

Motor Vehicle Acquisition/Disposition Record (Exhibit 4.1)
Personal Property Acquisition/Disposition Record (Exhibit 4.2)

DISPOSAL OF NON-CAPITAL SURPLUS ITEMS WITH NO APPARENT VALUE:

- Disposing department completes the “Disposal of Non-Capital Surplus Items with No Apparent Value.” Form.
- Listing each item, description, and reason it has no value (broken, does not work, item is unsafe for normal use, item has been salvaged for parts, etc.). Department director signs the form, and a copy is forwarded to the Purchasing Agent.
- Items may be disposed of once approved by the Purchasing Committee.
- Disposal may be in any practical manner such as regular trash, containerized unit (“dumpster”) or County landfill.
- Proper disposal of items once approved by Purchasing Committee will be the department’s responsibility.
- County employees ***may not*** take an item with no apparent value for personal or non-County use.

NOTE: Computers are considered Capital Assets and ***must*** be disposed/surplused through Purchasing. Disposal of Non-Capital Surplus Items with No Apparent Value (Exhibit 4.3)

INTERNET SALES OF SURPLUS PROPERTY: The 2006 Public Chapter 509 amends the County Purchasing Law of 1957 at 5-14-108 (o) to authorize Anderson County to conduct a sale of county owned surplus, obsolete or unusable property on any Internet auction website that is approved by the county’s Purchasing Commission.

TRANSFERS OF SURPLUS PROPERTY AMONG GOVERNMENTAL UNITS: As authorized by T.C.A. 12-3-1005; **a)** Notwithstanding any other provisions of law, counties, municipalities and metropolitan governments may purchase, trade or receive as a gift, upon approval of the governing bodies involved in the transaction, any used or surplus personal property from another county, municipality, metropolitan government, state government, federal government or any instrumentality of the foregoing, without regard to any laws regarding public advertisement and competitive bidding. Also notwithstanding any other provision of law, any county, municipality, or metropolitan government may by resolution or ordinance of its governing body establish a procedure for the disposition of its surplus personal property to other governmental entities, including, but not limited to, counties, municipalities, metropolitan governments, the state of Tennessee, the federal government, other states or their political subdivisions and the instrumentalities of any of the foregoing, by sale, gift, trade, or barter upon such terms as the governing body may authorize, without regard to any other provisions of law regarding the sale or disposition of used or surplus personal property. **b)** The provisions of this section shall be construed as

supplemental authority for counties, municipalities and metropolitan governments.

SECTION 5

SAM'S WHOLESALE CLUB: Department Heads and Elected Officials needing to make purchases to conduct Anderson County business at Sam's Wholesale Club must read and complete the Sam's Direct Membership Card Agreement. A purchase order must be in place prior to each use of the direct membership card. (Exhibit 5.1)

CONTRACTS: Contracts for legal and auditing services by certified public accountants, engineers, architects and similar services by professional persons or groups of high ethical standards shall not be based upon competitive bids, but shall be awarded on the basis of recognized competence and integrity. Contracts may be entered into a fiscal year basis. All contracts require County Law Director approval as to form, County Mayor and Purchasing Agent signatures. Contracts that extend beyond the end of the current fiscal year also require additional approval by the Purchasing Committee and County Commission. T.C.A. 5-14-108 (2) any contract, lease or lease-purchase agreement is to be for five (5) years or less. Unless approved by governing body.

Professional Services Contract (template) (Exhibit 5.2)

Contracted Services Contract (template) (Exhibit 5.3)

PROCUREMENT CARD: The procurement card is to be used to make the procurement of goods and services more efficient. However, the card system shall not be used to circumvent the purchasing statutes and guideline. (Exhibit 5.4)

REQUEST FOR WIRELESS TELEPHONES AND PAGERS: Department Heads and or Elected Officials shall use wireless telephones and pagers purchased by Anderson County government only for conducting Anderson County Government general business expressly authorized.

Request for Wireless Telephones / Pagers Form (Exhibit 5.5)

Wireless Telephone and Pager Policy (Exhibit 5.6)

Wireless Telephone Policy Anderson County School Department (Exhibit 5.7)

LIABILITY OF THE COUNTY: The County is not liable for payment of such purchases made contrary to its provisions.

CONFLICTS OF INTEREST The Purchasing Agent, members of the committee, members of the county legislative body, or other officials, employees or members of the Board of Education or Highway Commission shall not be financially interested or have any personal beneficial interest, either directly or indirectly, in the purchase of any supplies, materials or equipment for the county.

No firm, corporation, partnership, association or individual furnishing any such supplies, materials or equipment, shall give or offer nor shall the director or Purchasing Agent or any assistant or employee accept or receive directly or indirectly from any person, firm, corporation, partnership or association to whom any contract may be awarded, by rebate, gift or otherwise, any money or other things of value whatsoever or any promise, obligation or contract for future reward or compensations.

SECTION 6

VENDOR COMPLAINT FORMS A Vendor Complaint Form should be generated to ensure that contractual problems related to products and services are resolved successfully. Without proper documentation it is almost impossible to ensure that the County receives the goods and services for which we have contracted or that appropriate action is taken against the vendor that fail to perform. If the Purchasing Agent is unable to obtain cooperation from the vendor, the information will be turned over to the County Law Director who will be asked to explore other avenues. (Exhibit 6.1)

VENDOR INFORMATION SHEET Vendors are required to complete and return a Vendor Information Sheet. The information obtained is used by the Accounts and Budget Department to enter vendors into the accounting system so that purchase orders and payments can be issued. (Exhibit 6.2)

BIDDER'S MAILING LIST APPLICATION / VENDOR DATABASE: Purchasing will maintain a vendor database of eligible and approved vendors. Vendors will be required to complete a vendor information sheet and a bid application on a periodical basis. Vendors interested in being added to the Anderson County Vendor Bidder's Database must complete an application indicating their respective specific category, items or services to be supplied and return this application (by mail or fax) to the Anderson County Purchasing Department. Bidder's Mailing List Applications *MUST* be received by Anderson County Purchasing, ten (10) Calendar days prior to the date that bids are issued to bidders, otherwise it is the vendors responsibility to obtain bid information from the Purchasing Department or county website. Failure to respond to Invitations for Bids, Requests for Proposals, or Requests for Quotations will be understood by Anderson County to indicate lack of interest and may result in removal of the vendor's name from the bidder's database. It is the Vendor's responsibility to notify the Anderson County Purchasing Department immediately of any changes.

This includes change of name, address or telephone number, and addition or deletion of items or services they are interested in supplying. (Exhibit 6.3)

Due to the high volume of businesses in our database we do not *guarantee* vendors will receive all bids or proposals that are pertinent to their business. However, current bids are listed on our website <http://andersontn.org/purchasing.html>, and on the bulletin board located outside of the Purchasing Department, room 214 at the Courthouse, or vendors can call our office to inquire about bids.

BID DOCUMENTS

1. General Terms and Conditions (Exhibit 6.4)
2. Invitation to Bid Document (Exhibit 6.5)
3. Statement of Award (Exhibit 6.6)
4. Bid/RFP Tabulation Attachment (Exhibit 6.7)
5. Drug-Free Workplace Affidavit (Exhibit 6.8)
6. Non-Collusion Affidavit (Exhibit 6.9)
7. Intent to Award letter (Exhibit 6.10)

CERTIFICATE OF LIABILITY INSURANCE The bidders awarded bids or contracts will maintain, at their expense adequate insurance coverage to protect them from claims arising under the Worker's Compensation Act, any and all claims for bodily injury and property damage to the Bidder and to Anderson County Government while delivery and service are being done. A certificate of insurance *must* be on file in the Purchasing Department before work may begin and must be maintained until work is completed.

Certificate holder shall be Anderson County Government, Clinton, Tennessee, and shall show the bid number and title. Anderson County Government shall be named as an additional insured on all policies except worker's compensation and auto. Insurance carrier ratings shall have a Best's rating of A-VII or better, or its equivalent. Cancellation clause on certificate should strike out "endeavor to" and include a 30-day notice of cancellation where applicable. Any deviations from the above requirements *must* be disclosed to the Anderson County Purchasing Agent. Any liability deductibles or exclusions must also be disclosed. Exceptions can be granted if applicable. Vendor is not to begin services until Certificate of Insurance is on file with Purchasing Agent.

Certificate of Liability (Sample) (Exhibit 6.11)
Insurance Requirement Checklist (Exhibit 6.12)

COPY REQUEST County Commission voted during their September 14, 2004 meeting to allow Purchasing to charge \$0.25 per page for copy request. These requests are identified as follows:

- General Public Request
- Data Gathers – ex. Data Fax, Builders Exchange
- Post bid information request (Tab sheets will be at no charge)

The following request will be handled at No Charge:

- Media Request
- Potential Bidders request (for prior year bid information)
- Auditor Request
- Surplus Sale Information request
- Tab Sheet Request

EXHIBITS

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