

Williamson County Board of Education Procedures and Guidelines

Adopted Date:

2.805p

BID PROCEDURES GUIDELINE (Page 1 of 2)

General Process:
Approval of Funding
Specifications created
Bid or RFP process
Award
Issuance of Purchase order

- Resolutions are approved either for specific projects from the board, or for multiple projects in one funding (beginning year capital appropriations) and in operational funding (budget).
- The Finance office will notify departmental directors of their award for capital funding after approval by county.
- Before July of each year the purchasing office will meet with all departmental directors that were allocated capital funding to prioritize/schedule items to be bid to allow time for the processing of these bids. Departmental Directors must prioritize items necessitating bids and schedule according to this priority. The date on the calendar represents date bid specs due to purchasing.
- Once an initial prioritization/schedule has been developed, the purchasing department will be responsible for distributing the "calendar of bids" which will reflect tentative dates for the bids to be conducted.
- **Bidding that is required for projects that are turned over to an architect/construction manager will be handled solely by the architect/construction manager unless arrangements are made with the purchasing department to conduct the bidding. The architect will be responsible for providing the bid timeline it will use to the purchasing department in a timely manner so that it can be included on the calendar of bids. The purchasing department should be provided all relevant information pertaining to bids conducted by the architect/construction manager and should be present at all bid openings.**
- Routine purchases requiring the bid process will be worked into this calendar on a priority basis as directed by the deputy director; if this is done – the bid calendar will be adjusted accordingly.
- Using the above calendar, departmental directors will be responsible for developing draft bid specifications. Bid specification should include the following in a WORD.doc form:
 - 1) detailed technical specifications
 - 2) funding source (appropriation code)
 - 3) list of vendors to solicit.
 - Note: when using past bid specifications or bid templates from architects, vendors etc., please be careful to review the document to conform to Williamson County and the current project.
- Department head should remit the above bid specifications, no later than date recorded on the bid calendar. Purchasing process will take an average 30 calendar days from submission of specifications to complete.

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(Page 2 of 2)

- Bid specs may be written by contracted spec writers during high volume periods with approval by finance director.
- The purchasing department will review for essential elements that guard the county's interest, and make changes as needed.
- The purchasing department will send back/review with the appropriate departmental director for approval before soliciting bids.
- The purchasing department will be responsible for all addendums. Department directors may make addendums, but only those that have been distributed to all vendors through the purchasing department will be made part of the final bid process.
- On date of bid, the departmental director/designee will attend the bid opening for review of bids. The lowest/best bid will be awarded that day or within one week of the bid opening.
- Purchasing Department will issue a purchase order upon award and distribute to the winning bidder.
- Some bid contracts are renewable for up to a four year time period. These renewable bids will be reviewed by the purchasing department and the purchasing office will inform directors if bid has expired or is no longer in effect.

NOTES:

Sole source means the product requested, or any other product like it, cannot be purchased from another vendor. Justification of sole source must include an explanation as to why this is the only product that can be used. Approval of the Executive Director of Operations will be required on all sole source requests.

Emergency purchase bid specifications shall be forwarded to the purchasing department promptly. The bid date shall be as soon as possible after approval of bid specifications by both departments.