

BRANCH COUNTY REQUEST FOR PROPOSAL POLICY

Policy Subject: Request For Proposal	
Policy Number:	Page: 1 of 2
Authorized by: Board of Commissioners	
Approved: December 12, 2007	Effective: December 13, 2007
Revised: August 9, 2011	Effective: August 9, 2011
Revised: September 13, 2011	Effective: September 13, 2011

POLICY STATEMENT:

This Policy outlines the procedures for soliciting Requests For Proposals (RFPs).

BASIC POLICY:

1. Three bids.
2. Local Preference.
3. Application.

APPLICATION:

This policy applies to significant projects or equipment (including intergovernmental contracts, contracts for professional services or emergency repairs, patrol vehicles, computer equipment, and county insurance programs) in excess of \$10,000.00 or as determined by the House Committee.

NOTE:

Excluded from the Application process are Bonding Counsel and financial Consultants.

ADVERTISEMENT:

The procedure for RFPs will include:

1. Advertise at a minimum in local media.
2. Advertise for minimum of two week time period.
3. Advertise locally or geographically as necessary for the purpose of obtaining a minimum of three bids.
4. Advertise the County's policy of local preference.
5. Advertise the requirement to attend a Pre-Bid meeting.
6. Advertise the requirement to complete a Site Survey.

PRE-BID PROCEDURE:

1. Inform House Committee of intended project.
2. Obtain approval for advertisement/bid process.
3. At the end of the two-week period, accept for consideration bids presented, regardless of the number obtained.
4. Prepare and distribute a specification sheet at the Pre-Bid meeting.
5. Conduct a Pre-Bid meeting that ensures consistency in bidding.
6. Require all bidders to attend the Pre-Bid meeting
7. Prepare and distribute a specification sheet at the Pre-Bid meeting (sample attached).
8. Conduct a Site Survey.
9. Require all bidders to attend the Site Survey.
10. Require all bidders to submit a written proposal.

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BID PROCEDURE:

1. Require all bidders to submit a written proposal.
2. Inform bidders to be prepared to present to House Committee, as requested.

POST-BID PROCEDURE:

1. Present bid recommendations to House Committee or Selection Committee as assigned (sample attached).

SUPPORT:

1. Architectural or design support may be requested for significant projects.

OVERALL PROCEDURE:

The procedure for RFPs will include:

1. Advertise at a minimum in local media.
2. Advertise for minimum of two week time period.
3. Advertise locally or geographically as necessary for the purpose of obtaining three bids.
4. Maintain a standing list of potential contractors.
5. Contact this standing list of contractors to inform of project requests via phone or email.
6. Advertise the County's policy of local preference.
7. Support the three-bid policy.
8. At the end of the two-week period, accept for consideration bids presented, regardless of the number obtained.
9. Prepare and distribute a specification sheet at the Pre-Bid meeting.
10. Conduct a Pre-Bid meeting that ensures consistency in bidding.
11. Require all bidders to attend the Pre-Bid meeting.
12. Prepare and distribute a specification sheet at the Pre-Bid meeting.
13. Conduct a Site Survey.
14. Require all bidders to attend the Site Survey.
15. Require all bidders to submit a written proposal.
16. Present bid recommendations to House Committee or Selection Committee as assigned.