

BUSINESS OFFICE PROCEDURES

REQUESTS FOR PROPOSALS/BIDS

Section: Purchasing **Contact:** 383-1950

Purpose: To assure compliance with the Education, Government, Civil, Public Contract, and Health & Safety Codes and to assure goods, services and materials are purchased at the lowest possible cost.

This procedure applies to transactions for materials, and/or supplies with an estimated cost of \$72,400.00 or more (indexed annually) and for public works projects, i.e. construction, remodels and other services with an estimated cost of \$15,000.00 or more.

NOTE: **Bids or quotes shall not be solicited from, nor any order placed with, any business that:**

- a. **Is owned, controlled, or actively influenced by any VCOE employee or member of said employee's household;**
- b. **Employs in management, consulting or sales capacity any person who is a VCOE employee;**
- c. **Employs in any capacity a VCOE employee who is in a position to influence the selection of, or conduct business with such a supplier.**

Audit Elements:

Not applicable.

Requesting Department Responsibility:

1. Contact the Purchasing Department to discuss requirements and interests. Thoroughly communicate pertinent information to assure that the needs/requirements for each department can be met efficiently and effectively.
2. Respond in a timely manner to the Purchasing Department's requests for technical information related to the products/services desired. All pertinent information prepared following the release of an RFP or bid, whether technical or procedural, will be provided by the Purchasing Manager to participating bidders in the form of an addendum. (It is mandatory that all bidders be provided with any addendum issued.)
3. Bids are advertised and available to all vendors upon request. If the requesting department would like particular vendors to receive a bid package, they are encouraged to provide purchasing with a list containing those vendor's names, addresses, phone numbers and fax numbers.
4. If required, due to the technical nature of the equipment or materials, or if requested by the department, assist in the bid analysis.

Business Office Responsibility:

1. Maintain a uniform set of policies and forms to expedite the bid process.
2. Prepare RFP (Request for Proposal), compiling technical specifications and general bid documents as required. Determine if the opening of bids/proposals will take place at the time of bid closure or schedule for a future date and time (to be selected at the Purchasing Manager's discretion, based on products and/or services requested) and advertise accordingly.
3. Advertise the bid/RFP in a newspaper of general circulation at least once each week for two consecutive weeks.
4. All bid documents must clearly state that VCOE reserves the right to reject any and all bids, to waive informalities, and to contract in the best interests of VCOE.
5. Issue bid addenda to participating vendors as needed to correct errors or omissions, for clarification, or in response to a vendor's technical or procedural questions.
6. Receive sealed bids/proposals submitted by the published deadline. Initial, date, and time stamp each submittal as received. Assure the bids/ proposals remain sealed until the published date and time set for opening bids/proposals.
7. Open bids/proposals at the stated date and time. Following an evaluation of proposals, forward summary to the requesting department. Determination of the low bid/proposal and bid award is the responsibility of the Purchasing Manager only after all aspects have been considered. (Examination of the financial condition of the company, its ability to perform, and compliance with specifications will be considered in evaluating the bids/proposals.) For technical or complex bids/proposals, the requesting department will participate in the bid analysis.
8. Provide timely notification to participating vendors with respect to bid results including award.