



Title Bid Award Process for Goods/Equipment/Supplies/Materials and Nonprofessional Services (excluding janitorial)	Document Code No. CON 7-2-1 (A-P)
Department/Issuing Agency Executive Administration/Purchasing Agency Approved <i>[Signature]</i>	Effective Date January 1, 1993

- 1.0 SUBJECT TITLE: Bid Award Process for Goods/Equipment/Supplies/Materials and Nonprofessional Services (excluding janitorial)
 - 1.1 EFFECTIVE DATE: January 1, 1993
 - 1.2 TYPE OF ACTION: Supersedes CON 7-2 (A-P)
 - 1.3 KEY WORDS: Bid Opening; Bid Board; Bid Award; Invitation to Bid
- 2.0 PURPOSE:
 - 2.1 To establish an open, orderly, and fair process for the award of bids.
- 3.0 ORGANIZATIONS AFFECTED: All departments, offices and agencies of King County government.
- 4.0 REFERENCES:
 - 4.1 King County Code, Chapter 4.16.010 -- Definitions.
 - 4.2 King County Code, Chapter 4.16.020 -- Bid Board Established.
 - 4.3 King County Code, Chapter 4.16.030 -- Exceptions.
 - 4.4 RCW 36.32.245, .250 and .253 -- Competitive Bids -- Procedure in Awarding Contracts -- Bid Deposits -- Contractor's Bond.
 - 4.5 King County Charter 920.10.40 -- Office of Property and Purchasing
- 5.0 DEFINITIONS:
 - 5.1 "Bid, Bidding, Prebid, and Bidder" (as defined in King County Code Chapter 4.16.010) means a potential contractor offering to sell goods, equipment, supplies or materials, to perform a service or the County soliciting responses from potential contractors or vendors in the form of written proposals or offers to perform services.
 - 5.2 "Award" means the selection of the low responsible bidder taking into consideration the quality of the articles or equipment to be purchased or leased and (RCW 36.32.245, .250, and .253) the bidder's responsiveness to the specifications concerning the work to be performed or the goods to be supplied.

PRO:PP5.1.8

- 5.3 "Bid Board" means representation required at bid openings consisting of County Executive or his designee and the chairman of the County Council or his/her designee. The board is responsible for opening in public the sealed bids for items/services which have been advertised as being required by the County.
- 5.4 "Invitation to Bid" means a document containing specifications for item(s) or service(s) which the County is seeking; available to all interested bidders who may be able to supply the item or service.

6.0 POLICIES:

- 6.1 The bid award process of County government must be uniform, fair and consistent with the County code and State law.
- 6.2 The management and execution of the bid award process for all King County departments is the responsibility of the Purchasing Agency.
- 6.3 The Purchasing Manager is designated the authority to let any contract, lease, or purchase of tangible personal property below \$2,500 without advertisement and without competitive bidding. (KCC, Chapter 4.16.030).
- 6.4 County agencies are delegated the authority to make procurements for less than \$1,000 (\$500 for capital items) using the direct voucher method of procurement (CON 7.2 [AEP]).

7.0 PROCEDURES:

<u>Action By:</u>	<u>Action:</u>
Executive/ Council	7.1 Establishes the bid board representation as the County Executive or his designee and the chairman of the County Council or his/her designee.
Purchasing Agency	7.2 Establishes specific/scheduled regular time for the convening of the bid board to oversee the opening of all bids related to the County's procurement of tangible personal property or nonprofessional services which have been advertised in the paper of record.
Bidder	7.3 Seals bid and delivers/mails to the designated place no later than the time and date specified on the invitation to bid.
Purchasing Agency	7.4 Receives the sealed bid proposals.

- 7.4.1 As bids are received, they are date and time stamped.
 - 7.4.2 No bids may be accepted after the time and date specified.
 - 7.4.3 Delivers bids to the bid board for opening on the date and at the time specified for bid opening.
- Purchasing Agency Manager 7.5 Approves contract award to the low responsible bidder.
- Purchasing Agency 7.6 Determines which bid awards are exceptions to the bid board process:
- 7.6.1 Any procurement of goods, nonprofessional services, materials, and/or equipment involving less than \$2,500 including tax, the Purchasing Agency may award the bid without advertisement and without competitive bidding by calling a bidder with a record of providing timely services/goods and placing an order.
 - 7.6.2 For procurement of goods, nonprofessional services, materials and/or equipment involving \$2,500 but less than \$25,000 including tax, the requisition is posted on the Purchasing Agency's bulletin board for a minimum of three (3) days; a minimum of three vendors are contacted for price quotations, and a record is maintained of each quotation and award to the low responsible bidder; or complete written bid specifications and solicit written sealed bids from appropriate vendors to ensure competition.
- Purchasing Agency 7.7 Develops a written invitation to bid for goods, nonprofessional services, materials, and/or equipment involving \$25,000 or more including tax, which includes but is not limited to the following specifications:
- 7.7.1 Description of the goods, supplies, nonprofessional services, materials, and/or equipment, including quantity.
 - 7.7.2 Description of the type of procurement - purchase, lease, rent, term, etc.
 - 7.7.3 Date the supplies/services/or equipment must be delivered or be available.

- Purchasing Agency 7.9 Records bid quotations and responses to invitations to bid and assures that they are open for for public inspection or available by telephone inquiry.
- Purchasing Agency 7.10 Ensures participation and utilization of minority and woman owned business in those bids where participation is required and encourages participation where possible.
- 7.11 Verifies that firms have on file a current Personnel Inventory Report (PIR) on file for orders or an aggregate of orders and a notarized Affidavit and Certificate of Compliance when orders or an aggregate of orders during any one year period exceed \$10,000.

8.0 RESPONSIBILITIES:

- 8.1 The County Council is responsible for providing representation on the bid board in accordance with King County Code.
- 8.2 All departments, agencies, and offices of King County are responsible for ensuring that bid specifications are competitive and that awards are made to the low responsible bidder.
- 8.3 The Purchasing Agency Manager is responsible for assuring that bid awards are carried out in accordance with to the King County Code and the Revised Code of Washington.

9.0 APPENDICES:

- 9.1 Requisition Form 100-1-A
- 9.2 Purchase Order Form

