

IV. BIDDING & TABULATION PROCESS

1. Bidding Process & Procedures

- (a) Bid Procedures – Purchases of \$15,000 or more (unless over \$15,000 but under \$25,000 and three (3) written Quotations submitted and approved by Commissioner Court. The competitive bidding requirements prescribed by Chapter 262, Texas Local Government Code must be utilized with Purchasing Agent assistance. In applying the competitive proposals, all separate, sequential or component purchases (purchases made separately, purchases made over a period of time, or purchases of component parts of an item or items that in the normal purchasing practice would be purchased) are treated as if they are part of a single purchase and of a single contract. This requirement includes leases, installments payments and lease purchases in the event the total amount of payment will exceed \$15,000 over the life of the contract.

2. Requesting Department's Responsibilities

- (a) Obtain a bid packet from the Purchasing Department.
- (b) Complete all documents in the bid packet.
- (c) Return the bid packet materials to Purchasing far enough in advance of the desired purchase date to allow time for the formal bidding process (not less than seven days before Commissioners' Court agenda deadline).
- (d) Be present at the meeting of the Commissioners' Court, during which the bid specifications and authorization to bid are requested.

3. Purchasing Department's Responsibilities

- (a) Determine if such item or items are exempt from competitive bidding procedures.
- (b) Determine if it is impractical to prepare detailed specifications.
- (c) Review bid specifications to determine adequacy in light of general requirements and to ensure that they are not unduly restrictive.
- (d) Prepare final bid specifications for bid letting.
- (e) Prepare agenda request and notify the department of agenda date.
- (f) Following approval by Commissioners' Court, mail bid solicitation information to vendors.

4. General Bidding Information

The Commissioners' Court will insure publication of the legally required notice. No specifications are to be written with the intent to exclude a possible bidders. Competitive bidding can be let on either a lump sum or a unit price basis. If unit price bids are solicited, the needed quantities of each item are to be estimated in the requisition based on the best available information. The successful bidder's compensation, however, will be based on the actual quantities supplied, furnished or constructed.

5. Bid Opening

Following receipt of bids, the Purchasing Department will open all formal bids. The bids will be opened in the Purchasing Department. Anyone may attend. All sealed bids will be opened on the assigned day at the designated time. Bids will be read aloud and recorded on a bid tabulation sheet. The Purchasing Department will furnish tabulations of the bids to the Commissioners' Court, bidder and the requesting department.

6. Bid Recommendations

After examining copies of all the bids, the requesting department will send a written recommendation (TABULATION) for bid award to Purchasing at least seven days prior to the deadline for Commissioners' Court agenda. The Purchasing Agent will verify recommendation to the lowest bid received meeting all bid requirements and complete. Any recommendation to award to other than the low bidder will be presented to the Commissioners Court for their final award decision.

EXH. A: TABULATION

ANNUAL BIDS 16/17 – JANITORIAL SUPPLIES: LINERS & PAPER PRODUCTS
 AS PER BIDS RECEIVED ON NOVEMBER 21, 2015 AT 10:00 A.M.
 FROM: DECEMBER 12, 2015 TO: DECEMBER 11, 2015 W/ OPTION TO RENEW ONCE OR TWICE FOR ONE (1) YEAR
 WITH EACH RENEWAL
 OPEN MARKET PRICE INCREASES ALLOWED

BIDDER'S NAME AND ADDRESS		ASTRO 316 S. 23 RD RD. ST. MCCALLEN, TX 78501 (800) 339-7695	GULF COAST PAPER 635 BILLY MITCHELL BROWNSVILLE, TX 78521 (956) 541-2281	CENTURY PAPERS 1328 E. HACKBERRY MCCALLEN, TX 78501 (900) 733-4669
DESCRIPTION	ANNUAL USAGE			
A. CATEGORY – LINERS:				
1. 24X33 (10 MIC) R.	120/CS	→ \$1,830.00	\$2,616.00	\$2,844.00
2. 18X12X45 (1.6 ML)R.	160/CS	→ \$2,568.00	\$1,888.00	NO BID
3. 33X40 (19 MIC) R.	35/CS	→ \$356.16	\$341.25	\$346.50
4. 40X48 (19 MIC) R.	40/CS	→ \$395.04	\$364.00	\$304.00
5. 38X60 (19 MIC) R.	24/CS	→ \$140.70	\$127.20	\$136.80
6. 38X60 (22 MIC) R.	216/CS	→ \$1,636.20	\$927.50	\$1,620.00
B. CATEGORY – PAPER				
1. WIPERS 14 X 21	75/CS	NO BID	\$5,062.50	→ \$4,083.75
2. MULTIFOLD BEIGE R.	388/CS	→ \$6,305.00	\$6,828.80	\$7,026.68
3. NATURAL ROLL R.	250/CS	→ \$5,160.00	\$5,612.50	\$5,760.00
4. JRT SCOTT TISSUE R.	75/CS	→ \$2,709.45	\$3,503.25	\$3,240.00
5. TOILET TISSUE R.	1950/CS	→ \$73,120.32	\$87,237.54	\$77,220.00
6. FOLDED TOILET R.	40/CS	NO BID	\$2,186.40	→ \$1,728.00
7. SAFETY FREE PAD	24/CS	→ \$898.80	\$52.53	\$40.95
8. CLOTH WIPERS 14X21	30/CS	→ \$724.50	\$607.50	NO BID
GRAND TOTAL		→ \$95,884.01	\$117,354.97	\$104,350.68

RECOMMENDATION →

I HEREBY CERTIFY THE ABOVE TO BE THE CORRECT BIDS RECEIVED.

 MICHAEL FORBES, PURCHASING AGENT

 DATE

After certification of recommendations, the Purchasing Agent will obtain an agenda setting, notify the department and forward the bid recommendation to the Commissioners' Court.

A contract may not be awarded to a bidder, who is not the lowest dollar bidder meeting specifications unless, before the award, each lower bidder is notified by the Purchasing Agent of the proposed award and offered an opportunity to appear before the Court presenting evidence concerning the lower bidder's responsibility. The County Auditor shall review all bid recommendations that have been submitted to the Commissioners' Court.

7. Bid Award

Bids will be awarded to the lowest and best responsible bidder. In addition to the price, Commissioners' Court will consider:

- (a) the quality of the product;
- (b) the adaptability of the product to the intended use; and
- (c) the ability, experience, efficiency, integrity and financial responsibility of the bidder.

When only one bid is received by the County, the bid may be accepted if the Commissioners' Court determines the price is fair and reasonable. If the price is not fair and reasonable, the bid is rejected.

If two or more responsible bidders submit identical bids, the bid award will be made by drawing lots or as directed by the County Judge.

8. Acquisition of Item After Bid Award

Following award of the bid contract by Commissioners' Court, the requisition is processed in the manner described in Section III above.

9. Change Orders

A change order to construction contracts may be required when it becomes necessary to make changes after performance of the contract has commenced. All Contract Change Orders will be approved by Commissioners Court. The original contract price may not be increased by more than 25%. All decreases of 25% or more of the original contract price must have the written consent of the contractor.

Any major alterations of the plans or specifications must be submitted to Commissioners' Court for approval.

10. Exceptions

The only exceptions to the competitive bidding process outlined in this Article VI are set forth in Section 262.024, Texas Local Government Code, and Article VIII herein. These exceptions shall be determined solely as provided in Article VIII.