

RESOLUTION 2020-23

A RESOLUTION DEFINING THE PURCHASING BIDS AND TABULATION PROCESS FOR BARTON COUNTY, KANSAS

WHEREAS, the Board of County Commissioners of Barton County, Kansas, believes it appropriate to clarify issues regarding purchasing bids and tabulation processes as used by elected officials and department heads, and

WHEREAS, the Board believes clarifying such issues will further the duty of the Commission that County monies be spent in an appropriate, responsible, and transparent manner.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Barton County, Kansas, the following Purchasing Bids and Tabulation Process is established.

Purchasing Bids and Tabulation Process

The purpose of the procurement process is to provide function and uniformity that adheres to Kansas competitive bidding statutes and evaluate the most advantageous proposal while considering the needs and best interest of Barton County.

Initiation

Purchases exceeding \$2,000 require formal procurement methods as outlined in the *Consent of Purchase Policy*. Most of the time, the competitive bidding process will be initiated by the requesting Department Head in accordance with the consent of purchasing policy. There are certain circumstances where the County Administrator will handle the procurement initiation and develop the bid specifications because of the nature of the expenditure.

Proposal

The Department Head or County Administrator will draft the bid specifications or request for proposal (RFP). This document varies depending on the type of expenditure. Competitive bidding may occur on either a lump sum or a unit price basis. The Department Head will submit the bid proposal or RFP to the County

Administrator. Complete bid records detailing the history of all procurement are kept in the Administration Office.

Publication

Solicitation occurs utilizing various methods, including but not limited to: the County website, newspaper, and on a public bulletin board. Bids are accepted until the published deadline.

Opening and Tabulation

All bids will be received and stamped in the County Clerk's office. Following receipt of bids, they will be opened by the requesting department, and anyone may attend. Sealed bids shall be opened on the assigned day, at the designated time, or soon thereafter. The requesting department will tabulate the bids and furnish tabulations to the County Commissioners. Tabulation spreadsheets will vary depending on the type of expenditure, and will include vendor name, description of product(s) or service and price. Other information that may be included in the tabulation sheet such as information about delivery, installation, project timeline, product features, warranties, etc.

Award

Elected officials and employees, both hired and appointed, have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest, as outlined in the Employee Handbook. Furthermore, contracts may not be awarded to contractors or individuals excluded from participation in Federal programs. Compliance is checked through software or manually verified by the Department Head initiating the bidding process. Bids are not awarded to businesses or individuals that are not in compliance or have been excluded or debarred from Federal programs.

The Barton County Commissioners will review the bids and tabulation sheet. Barton County reserves the right to reject any and all bids and to award in the best interest of the County.

Bids will be awarded to the lowest and/or best responsible bidder, considering conformity with the specifications, terms of delivery, and other conditions imposed in the bid. In addition to the price, the Commissioners will consider other factors, including but not limited to County and State resident businesses, quality, transportation, safety, adaptability, experience, and financial responsibility.

Dated this 28th day of December, 2020.

BOARD OF COUNTY COMMISSIONERS

ATTEST:

Donna Zimmerman
by Bev Schneider, Past Clerk
Donna Zimmerman
County Clerk



Jennifer Schartz
Jennifer Schartz, Chairman

James R. Daily
James R. Daily, Commissioner

APPROVED AS TO FORM:

Patrick Hoffman
Patrick Hoffman,
County Counselor

APPROVED VIA TEAMS
Don Davis, Commissioner, via TEAMS

Kirby Krieb
Kirby Krieb, Commissioner

Homer Kruckenberg
Homer Kruckenberg, Commissioner