



## **TENNESSEE**

### **PURCHASING**

#### **BID PROPOSAL PROCEDURAL PROCESS**

Determine a need and cost of goods or services.

When appropriate, utilize Federal, State or National Cooperative Contracts approved for use by Madison County for available suppliers of requested goods or services.

For goods or services \$25,000 ↑ a formal sealed bid is required.

The BID Process is listed below:

- ❖ Meet with Department Head to discuss goods or services requested, pre-bid meeting date/time and BID Opening date/time.
- ❖ Specifications for goods or services will be forwarded to the Purchasing Director via email in an editable WORD format.
- ❖ Purchasing Director will email final BID Proposal packet to submitting Department Head for review and approval.
- ❖ Upon Department Head approval, the BID Proposal will be published on madisoncountyttn.gov within 3 business days.
- ❖ BID Proposals will remain on madisoncountyttn.gov for a minimum of 3 weeks/15 business days; with the preferred time frame of 4 weeks/20 business days.
- ❖ Purchasing Director will be the point of contact for all inquiries. Inquiries will be forwarded the appropriate party for response. The response will be posted at madisoncountyttn.gov as an addendum.
- ❖ Purchasing Director will attend all pre-bid meetings to participate in questions and discussions with potential bidders. Meeting questions and discussions will be posted at madisoncountyttn.gov as an addendum.
- ❖ BID Openings will take place at the Madison County Finance Office located at 1981 Hollywood Drive, Jackson, TN 38301, Conference Room 110.
- ❖ Risk Management Manager attends all Bid Openings to review submissions for appropriate insurance coverage and inclusions.
- ❖ Opened Bid submissions will be reviewed by Department Head/Representative for the lowest and most responsive bidder.
- ❖ BID Award decision, containing justification information, will be emailed to the Purchasing Director.
- ❖ Purchasing Director will email the Awarded Vendor with price submission to all responding bidders.
- ❖ Madisoncountyttn.gov will be updated with Award decision.