

Approved: October 22, 2020
Resolution No. 20-49

This policy defines purchasing policies, bidding policies and procedures that apply to the purchase of all types of goods, materials, supplies, works and services required by Ogemaw County, other than borrowing and investing money, employment of professional services or when the County Administrator determines no advantage to the County would result therefrom.

A. Definitions.

1. **Goods** shall include all supplies, materials, equipment, general maintenance and services, but does not include contracts for construction and construction maintenance.
2. **Registered Local Vendor (RLV)** shall mean any vendor who operates a business within the legally defined boundaries of Ogemaw County.
 - a. In order to be identified as a RLV, the vendor shall provide the County Administrator with a verifiable business address (not a P.O. box) at which the business is conducted.
 - b. RLV status ceases at the time that the business address is no longer valid.
 - c. A vendor who wishes to be identified as a RLV shall also meet all other requirements of the Purchasing Procedures Policy.
3. **Sole Source Provider** means a vendor of goods or services that is the only available source of the goods or services.

B. Use of Appropriated Funds. All funds appropriated by the Board of Commissioners for County departments, public officials or agencies for the purpose of purchasing supplies, materials or goods shall be spent according to the mandates outlined herein.

C. Department Responsibility. Each department of the County shall from time to time supply the County Administrator with such data, specifications, details and other information concerning the goods proposed to be acquired by the department head, including recommended vendors.

D. Purchasing Requirements and Limits. The following provisions shall apply to the purchase of goods, works and/or services:

1. The County Administrator shall decide which method to employ in obtaining the most favorable price after considering the nature or importance of the contemplated work, urgency of the requirement, general trade practice and prevailing market conditions.
2. Department heads may requisition the purchase of unbudgeted equipment up to a value of \$1,500, provided funds are certified to be available within the department's budget (other than Personnel items).
3. All purchases that exceed \$1,500 shall be supported by a purchase order issued by the County Administrator. The County Administrator may issue a purchase order for less than \$1,500 if he/she deems it necessary.
4. The County Administrator shall acquire all goods where the anticipated cost exceeds \$1,500 but less than \$5,000 from such suppliers and upon such terms and conditions as he/she shall deem advisable upon receipt of at least three written quotes.
5. The County Administrator shall advertise for and obtain formal sealed bids and/or proposals for goods, works and/or services when anticipated costs exceed \$5,000, with final approval of the County Board of Commissioners.
6. The maximum dollar amount of service contracts for which the Administrative Contract Authorization Form can be used is \$5,000. Approval of the County Administrator and all members of the Claims and Accounts Committee is required. All contracts in excess of \$5,000 require approval by the Board of Commissioners. Contracts may be subject to approval as to form by the County Attorney.
7. The County Administrator is authorized to execute, on behalf of the County, amended contracts for goods and/or services, which contracts:
 - a. Have been previously approved by the Board and are currently in effect;
 - b. Result in a decreased cost to the County;
 - c. Are with the same contractor;
 - d. Are for the same contract period of time;
 - e. Are for the same goods and/or services as previously approved by the Board.

The County Administrator shall report to the Board all contracts that have been amended and executed within 90 days.

- E. Single-Item Purchase Orders. Two or more purchase orders shall not be issued for portions of any single items if the total amount of the purchase orders exceeds the amount authorized in Sections D.3 and D.4, unless authorized by the Board of Commissioners.

- F. Identical Low Bids. When identical low bids are received, the County Administrator (and the appropriate department official) shall enter into negotiations with the bidders and shall attempt to obtain a lesser price for the supply of such commodity. If such negotiations are successful, the County Administrator may recommend acceptance of the quote/proposal of the contractor who submits the lowest price for the supply of the commodity.

In the event such negotiations fail to result in a lesser price, the County Administrator shall first purchase from the supplier who has a place of business in Ogemaw County and next from the last successful supplier on the previous order, assuming satisfactory quality of service has been received.

- G. Confidential Information. No confidential information shall be divulged prior to the appropriate time which would cause unfair advantage to any prospective bidder. If the bids are public, prospective bidders will be notified of the time, place, and date of the public opening and invited to attend.
- H. Emergency Purchases. Notwithstanding the provisions of this policy, emergency purchase of goods, works and/or services may be made by the County Administrator when immediate purchase is essential to prevent detrimental delays in the work of any department or which might involve danger to life and/or damage to County property. In all such cases a report shall be filed jointly by the County Administrator and respective department head to the next meeting of the Board of Commissioners setting out the nature of emergency and the necessity of the action taken pursuant to this Section, should the amount exceed that provided for in Sections D.4 and D.5. All such emergency purchases shall be covered by a subsequent purchase order.
- I. Bid Procedure. The following bid procedure shall apply to the purchase of all types of goods, works and/or services (except professional services) where the amount of the bid is expected to exceed \$5,000. The competitive bidding requirement shall not be applicable to any transactions between Ogemaw County and any other governmental units, nor to emergency repairs or services, professional services, real estate and sole source purchases. The purchase of goods and services through Cooperative Purchasing Agreements, such as the State of Michigan Extending Purchasing Program, which selects its vendors through an open competitive process, shall not be subject to the competitive bidding requirement.
1. Advertising. Bids shall be called by public advertisements unless waived by the Board of Commissioners.
 2. Bid Closing Time. Requests for quotes/proposals shall state that bids will be received not later than a given local time on a specified day. Quotes/Proposals shall be opened at a time and day established by the County Administrator.
 3. Release of Information to Bidders. Upon the request of a prospective bidder, the County Administrator shall supply the following materials for each proposed contract:
 - a. One copy of the official bid form

- b. Bid materials, such as specifications, plans, profiles, etc.

This procedure shall be amended when prequalification is a requirement of the contract.

- 4. Recording and Control of Bidding Material. A list of prospective bidders shall be maintained by the County Administrator. It is essential that names and addresses are recorded when bids are released to facilitate distribution of addenda and when necessary to extend or cancel a contract under call.
- 5. Preparation of Addenda. Interpretations should be made in reply to queries from bidders only in the form of written addendum. When it becomes necessary to revise, delete, substitute or add to bidding material for a contract under call, the County Administrator shall approve the issuance of an addendum or cancel the contract.
- 6. Notification of Addenda to Contractors/Suppliers. A copy of each addendum shall be forwarded to each contractor/supplier who obtained a bid form for the contract at his/her last known place of business. A copy of the addendum notice shall also be attached to each bid form not yet distributed.
- 7. Notification to Contractors/Suppliers of Cancellation of Contract. Each contractor/supplier who received bid documents shall be notified of the cancellation of a bid.
- 8. Return of Quotes/Proposals on Cancellation of Contracts. When a contract is cancelled, no quotes/proposals will be accepted. All quotes/proposals received shall be returned unopened to the contractor/supplier with a cover letter addressed to his/her last known place of business.
- 9. Notification to Contractors/Suppliers Time Extension. Each contractor/supplier who received bid documents shall be notified of any extension of time.
- 10. Disposition of Bids When Closing Date Has Been Extended. When the closing date for receiving bids has been extended, quotes/proposals already received shall be handled as follows:
 - a. If the extension of time is two weeks or fewer, the contractor/supplier shall be advised that his quote/proposal will be returned upon request.
 - b. If the extension of time is more than two weeks, all quotes/proposals shall be returned unopened.
- 11. Bid Requirements. All bids shall either be mailed, delivered electronically or delivered personally to the office of the County Administrator. Quotes/proposals are required to conform to the conditions listed below.
 - a. The correct bid form, as supplied by the County, must be used and in the possession of the County Administrator or his duly authorized representative on

or before the bid closing time and date. **Quotes/Proposals received after closing time will not be considered.**

- b. Quotes/Proposals must be legible, written or printed in ink. All items must be bid, unless the bid specifically permits otherwise, with the unit price for every item and other entries clearly shown.
 - c. Adjustments to a quotes/proposal already submitted will not be considered. A bidder desiring to make an adjustment must withdraw the original quote/proposal and/or supersede it with a later quote/proposal submission.
 - d. Bid forms must be signed in the space(s) provided, with the signature of the bidder or of a responsible official of the contractor/supplier bidding. If a joint quote/proposal is submitted, it must be signed on behalf of each of the bidders and if the signing authority for both bidders is vested in one individual, he shall sign separately on behalf of each bidder. In the case of an incorporated company the quote/proposal must be signed by proper signing officers. Qualified contract bid form(s) must be submitted under the name of the contractor/supplier (group of contractors/suppliers) who has (have) been approved as having the required rating for the contract being bid.
 - e. Erasures, overwriting or strike-outs must be initialed by the person signing on behalf of the contractor/supplier bidding.
 - f. When applicable, bids shall be accompanied by a bid bond or deposit in the form of a certified check, bank draft or money order payable to the County of Ogemaw equal to or greater than the amount specified in the bid, and **must be enclosed in the same envelope as the quote/proposal.**
12. **Failure to Observe Bid Requirements.** If any of the bid requirements of Section I.11 have not been met, the quote/proposal shall be considered to be an “improper bid” and dealt with as set forth in Section I.23.
13. **Bonding Requirements.** When stipulated within the conditions of a bid, a performance bond for 100 percent of the quote/proposal or 50 percent in the case of prequalified contracts or other amounts when conditions warrant, issued by an approved guaranty company on a form acceptable to the County or 100 percent of the amount of quote/proposal in cash or certified check must be furnished by the contractor before the contract is signed.
14. **Bid Materials.** The requirements of Section I.11 shall be included as part of the bidding material.

15. Receiving Quotes/Proposals.

- a. When a quote/proposal is received, the time and date shall be recorded on a list of bids received. The number of quotes/proposals received and the names of bidders is confidential information and shall not be divulged prior to the bid openings.
- b. To ensure accurate time, the County Administrator shall ensure that the correct time is used.
- c. If a proposal/quote arrives for a bid already closed, it shall be returned unopened to the bidder accompanied by a cover letter stating that the quote/proposal could not be accepted because of its late arrival. If a late quote/proposal is received without a return address on the envelope it shall be opened, address obtained and then returned. The cover letter should state why the envelope could not be returned unopened.
- d. Any correspondence pertaining to adjustments, corrections or restrictions to a quote/proposal shall not be considered, and the bidder shall be advised of the withdrawal procedures if possible and practical.

16. Withdrawal of Quotes/Proposals Prior to Bid Opening. A contractor/supplier who has submitted a quote/proposal on a contract may request that his bid be withdrawn. (Adjustments or corrections to a quote/proposal submitted will not be allowed.) The withdrawal shall be allowed if the request is made before the closing time for the bid to which it applies. Withdrawal requests must be directed to the County Administrator by letter, electronic message or in person. Telephone requests will not be considered. If the person requesting the withdrawal is other than a senior official of the company and for letter or electronic message withdrawals, the authenticity of the request must be confirmed by telephoning the proper signing officer of the Company when practical. Quotes/Proposals confirmed as withdrawn prior to closing time shall be returned unopened to the contractor/supplier. Withdrawals received after the bid closing time shall be dealt with at the opening by announcing that the quotes/proposals are withdrawn and are to be returned (see Section I.19.f). Withdrawal requests received after the bid closing time will not be allowed. The party concerned shall be informed that the withdrawal request arrived too late for consideration. However, when the quote/proposal is read out at the bid opening, and if it is the lowest quote/proposal on the bid, the bidder may then proceed in accordance with Section I.17. The timely withdrawal of a quote/proposal does not disqualify a bidder from submitting another quote/proposal on the same contract.

17. Withdrawal of Quotes/Proposals During Bid Opening. During a bid opening at the conclusion of the reading out of quotes/proposals on a bid, the low bidder may withdraw any of his/her remaining quotes/proposals on other contracts. Quotes/Proposals withdrawn under this procedure cannot be reinstated (see Section I.19.b). If more than one quote/proposal is read out under the same name for the same contract and no withdrawal notice has been received, the quote/proposal contained in the envelope

bearing the latest date and time stamp shall be considered the intended quote/proposal. The first quote/proposal received shall not be considered withdrawn and returned to the bidder in the usual manner (see Section I.19.h).

18. Opening Bids.

- a. Quotes/Proposals shall be opened at a public meeting of the appointed board, commission or committee that issued the request, or the Board of Commissioners. Any persons desiring to be present at the opening of the quotes/proposals may attend.

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- b. Any correspondence requesting withdrawal of quote/proposal shall be read by the County Administrator who shall state the nature of correspondence, the name of the bidder and the bid number. He shall then attach a withdrawal notice to the quote/proposal envelope which shall remain unopened. When all bid correspondences have been addressed, the remaining quotes/proposals shall be opened.
- c. If correspondence is found enclosed with a quote/proposal which, in the opinion of the County Administrator could qualify the quote/proposal in any way, the quote/proposal shall initially be considered an “improper bid” and shall be so noted in the record of bids opened and the quote/proposal read out in the normal manner. This correspondence and the quote/proposal shall be referred to the Board of Commissioners for decision as to acceptance or rejection (see Section I.23).
- d. When quotes/proposals have been opened and sorted, the County Administrator shall check the listing of quotes/proposals received against the number of quotes/proposals opened to ensure that all quotes/proposals received are accounted for. If a discrepancy occurs, the bid opening proceedings shall be delayed until all quotes/proposals have been accounted for.
- e. When all quotes/proposals have been accounted for, the County Administrator shall announce for each contract, the bid number, and the number of proposals/quotes received for each bid, the name of the bidder and total quote/proposal amount.
- f. When, during the reading out of the quotes/proposals, the County Administrator receives a quote/proposal that has correspondence requesting withdrawal attached, he shall read out the bid number and the bidder’s name and indicate to those in attendance that the quote/proposal is one previously announced as withdrawn at the request of the bidder (see Section I.17). If, during the reading out of quotes/proposals, the County Administrator receives a quote/proposal with

correspondence other than a withdrawal request attached, he shall read out the quote/proposal in the normal manner.

- g. During the reading out of the quotes/proposals the County Administrator shall check for more than one quote/proposal under the same name (without a notice of withdrawal). If this situation occurs, it shall be dealt with as in Section I.17. If two proposals/quotes for the same quote/proposal are received in the same envelope, then the signed copy or if both are properly executed and prices differ the lower price shall be considered the intended quote/proposal, which shall be processed in the normal manner.
 - h. A contractor/supplier who desires to withdraw a proposal/quote during an opening shall attest in writing to his identity and state the quote/proposal on which he desires to withdraw. A Notice of Withdrawal of Bid must be signed by the contractor/supplier. This Notice must be handed to the County Administrator before the reading out of the first proposal/quote on the bid to which it applies (see Section I.17). The County Administrator shall attach it to the applicable bid. He shall read out the bidder's name and announce that the quote/proposal has been withdrawn, but shall not read out the quote/proposal amount.
19. Check Bids. The bids will be checked to determine whether: (i) all bidding requirements have been met; (ii) all unit prices have been correctly extended; and (iii) the extensions have been correctly totaled. Bidders who do not conform to bid requirements of Section I.11 or which require mathematical correction(s) shall be deemed "improper bids" and dealt with as set out in Sections I.21, I.22 and I.23. All checking shall be completed by the County Administrator as soon as possible following the public portion of a bid opening. The County Administrator shall check to ensure that:
- a. The bidder's name and quote/proposal amount shown on the Record of Bids Opened is correct.
 - b. The quote/proposal is properly signed.
 - c. The correct bid form was used.
 - d. Each quote/proposal is time and date stamped prior to the contract closing time.
 - e. The deposit (when applicable) is sufficient and in an acceptable form.
 - f. Each item on the request for proposals/quotes has been bid (unless the bid specifically permits otherwise).
 - g. All extensions and the total for each quote/proposal are correct. If an extension or total is incorrect, the checker shall cross out the incorrect figure shown on the quote/proposal form, enter the correct figure in red above it and initial the entry.

If the extension and total are correct the checker shall affix a numbered stamp or initial each bid adjacent to the total certifying that it has been checked.

- h. The quote/proposal is free of restrictions or alterations.
 - i. All other bidding requirements have been met.
- 20. Contract on which All Bids are in Order. The County Administrator shall report in writing a summary of all quotes/proposals received to the Board of Commissioners with a recommendation as to which, if any, of such quotes/proposals shall be accepted. The Board shall approve awarding of the contract to the lowest qualified bidder provided funds are available. In the event that only a single quote/proposal was received, or that the lowest quote/proposal was not recommended or the amount of said quote/proposal was in excess of the approved budgetary appropriation, a report shall be sent by the County Administrator to the Board of Commissioners notifying them of the same.
 - a. A RLV who submits a responsive quote which is within 5% of the lowest responsive quote shall be given the opportunity to reduce its quote to meet the lowest responsive quote, and upon doing so, shall be considered to be the lowest responsive quote, provided, however, that the initial lowest responsive quote is not from another RLV.
 - b. In the event that two or more RLVs submit responsive quotes which are within 5% of the lowest responsive quote, the RLV with the lowest responsive quote shall be given the opportunity to reduce their quote to meet or be less than the lowest responsive quote, and upon doing so, shall be considered to be the lowest responsive quote, provided however, that the initial lowest responsive quote is not from another RLV. In the event of a tie between two RLVs, where all other factors are equal in the sole discretion of the County Administrator, and where the County Administrator is unable to break the tie through additional negotiations, the award of bid shall be by coin toss. However, negotiations shall be based solely upon the quote price, and the County Administrator shall not negotiate any changes to, or otherwise vary, the specifications, contract requirements or scope of work.
 - c. A RLV who submits a responsive proposal which includes a cost proposal which is within 5% of the cost of the lowest responsive proposal shall be given the opportunity to reduce its proposed cost to meet the cost of lowest responsive proposal, and upon doing so, the proposal shall be evaluated as having a cost component which is the lowest; provided however, that the initial lowest responsive proposal is not from another RLV. Having the lowest cost proposal, however, does not necessarily result in the award of the proposal, because of other factors also being evaluated. In addition, a lowered cost proposal by an RLV which is premised upon, in whole or in part, changes to or variances to the published the specifications, contract requirements or scope of work shall be considered non-responsive and will not be considered.

- d. In the event that two or more RLVs submit responsive proposals which are within 5% of the lowest responsive proposal, and the lowest responsive proposal is not from another RLV, the RLV with the lowest responsive proposal shall be given the opportunity to reduce the cost proportion of their proposal to meet or be less than the cost component of the lowest responsive proposal. That proposal will be evaluated with the revised cost proposals. Having the lowest cost proposal, however, does not necessarily result in the award of the proposal, because of other factors also being evaluated.
- e. If RLVs who are given the opportunity to reduce cost quotes or proposals are unable or unwilling to reduce their bid or proposal costs to match the lowest responsive bid or proposal of a non-RLV, then the bid/proposal shall be awarded without regard to RLV status.
- f. RLVs who utilize non-RLVs as subcontractors for more than 50% of the work in a specific quote or proposal shall not be entitled to preference as a RLV for that specific quote or proposal.
- g. When a RLV submits a responsive quote or proposal which is equal to a bid or proposal submitted by a non-RLV, then the responsive quote or proposal shall be awarded to the RLV.
- h. The following purchases are exempt from the provisions of this policy:
 - 1. Purchases resulting from urgent emergency conditions where any delay in completion or performance would jeopardize public health, safety or welfare of the citizens of the County, or where in the judgment of the County Administrator the operational effectiveness or a significant County function would be seriously threatened if a purchase was not made as soon as possible.
 - 2. Purchases with any sole source supplier for supplies, materials, or other equipment.
 - 3. Purchases made through the State of Michigan's Extended Purchasing Program, or other cooperative purchasing contractual arrangements utilized by the Purchasing Department.
- i. Any person, firm, corporation or entity intentionally submitting false information to the County in an attempt to qualify for the local purchasing preference shall be barred from bidding on county contracts for a period of not less than three years.
- j. Nothing in this section shall be deemed to waive or constrain, in any manner, the sole discretion of the County, or the offices, agencies, and departments of the County in any way, including, but not limited to:

1. The right, in the exercise of sole discretion, to reject any and all quotes/proposals, waive any and all informalities and/or to negotiate contract terms with the successful bidder/vendor;
 2. The right, in the exercise of sole discretion, to disregard all nonconforming, nonresponsive, unbalanced or conditional bids/proposals;
 3. The right, in the exercise of sole discretion, to evaluate the qualifications of the bidders/vendors, whether or not the bids comply with the prescribed requirements, and alternatives and unit prices if requested in the quote/proposal forms;
 4. The right, in the exercise of sole discretion, to consider the qualifications and experience of subcontractors and other organizations (including those who are to furnish items of material or equipment), or to evaluate operation costs, maintenance considerations, performance data and guarantees of materials and/or equipment.
 5. To conduct such investigations deemed necessary, in the exercise of sole discretion, to assist in the evaluation of any quote/proposal and/or to establish the responsibility, qualifications and financial ability of the bidders/vendors, proposed subcontractors and other persons or organizations to do the work in accord with the contract documents to the owner's satisfaction and/or within the prescribed time.
 6. The right, in the exercise of sole discretion, to reject the quote/proposal of any bidder/vendor who does not pass any such evaluation to the owner's satisfaction;
 7. The right, in the exercise of sole discretion, to reject all bids and suspend, discontinue or abandon the project/purchase, rebid the project/purchase, or change or amend the requirements of the project/purchase.
21. Contract on which Improper Bids have been Received. Following completion of the checking procedures outlined in Section I.19, bidding infractions, if any, shall be noted in the Record of Bids Opened. This notation must clearly state the reason the bid has been considered improper. The County Administrator shall then decide on the acceptance or rejection of all bids noted as improper on the Record of Bids Opened.
22. Basis of Decisions on Acceptance or Rejection of Improper Bids. Extreme care must be exercised by the County Administrator to ensure that improper bids are handled in a manner which is fair to other bidders as well as the public.
- a. Late bids must be rejected (see Section I.15.c).

- b. Proposals/Quotes received on other than supplied bid forms may be rejected.
 - c. Partial bids may be rejected except when the bid form clearly states that an award may be made for individual items (e.g., contracts such as equipment rental or some material contracts which are in effect several individual contracts combined.
 - d. If a bid is restricted by a statement added to the bid form or a covering letter or alterations to a form, it may be rejected unless the change was requested by the County.
 - e. Bids that are not properly signed must be rejected.
 - f. Bids that are not properly sealed may be rejected.
 - g. In cases of erasure, overwriting or non-initialed strike-outs, these bids may be accepted provided the price is legible.
 - h. Bids containing arithmetical corrections from the checking procedure may be accepted. Bid unit prices shall ordinarily be used to correct extensions.
 - i. Deposit not submitted or of insufficient amount:
 - 1. If a certified check, bank draft, or money order is specifically requested by the County Administrator and is not submitted, the bid must be rejected.
 - 2. If a certified check, bank draft, or money order for an insufficient amount is submitted, if in the opinion of the County Administrator an honest error was made, a bidder may be allowed a reasonable time to submit sufficient deposit. If the deposit is not received within the time allotted the bid must be rejected.
 - j. Agreement to bond:
 - 1. If an agreement to bond is not submitted, when required, the bid may be rejected.
 - 2. If an agreement to bond is not properly executed, when required, a bidder may be allowed a reasonable time to have it corrected. If the corrected agreement is not received within the time allotted, the bid must be rejected.
23. Decisions on Improper Bids. When an improper bid must be rejected as outlined in Section I.22, the amount of the bid shall not be recorded in the Record of Bid Opening and the words "Rejected Bid" shall be recorded instead. When an improper bid is one that may be accepted as outlined in Section I.22, it shall be noted as an "Improper Bid" in the Record of Bid Opening along with the amount of the bid. The County Administrator

shall recommend acceptance or rejection of any improper bid and he shall recommend the award of the contract.

24. Notification of Acceptance of Bid. Upon the award of a bid, the County Administrator shall immediately advise the successful bidder that his bid has been accepted.
 25. Disposition of Deposit Checks. Following the opening of bids, all deposit checks of other than the low and second low bidders and any others that the County Administrator elects to retain, shall be returned to the applicable bidders. If a deposit check is returned by hand, a letter acknowledging receipt must be signed by the bidder. The retained deposit checks will be held until a contract is executed (see Section I.28).
 26. Disposition of Withdrawn Bids. Following the bid opening, the County Administrator shall return the withdrawn bids and the deposit checks (when applicable) to the bidders. If a proposal/quote and deposit check is returned by hand, a letter acknowledging receipt must be signed by the bidder.
 27. Execution of Contract. A contractor/supplier shall be allowed ten working days between the date of mailing the Form of Contract and the date the executed contract must be returned to the County Administrator.
 28. Action on Acceptance of Contract. When copies of an executed contract are returned and found acceptable to the County Administrator, all deposit checks and/or bid bonds shall be returned. If returned by hand, a letter acknowledging receipt must be signed by the bidder.
 29. Action when Successful Bidder Does Not Finalize Contract. If a bid has been awarded and the successful bidder fails to sign a contract or provide a contract bond, cash or other acceptable collateral within the specified time (see Section I.27), the County Administrator may grant additional time to fulfill the necessary requirements or may recommend that (i) the contract shall be awarded to the next low bidder; or (ii) that the contract shall be cancelled. In either case, the deposit of the bidder shall be forfeited. If a contract is to be awarded to the second low bidder, his/her deposit check shall be retained until he/she has actually signed the contract. If the second low bidder fails or declines to execute the contract if awarded to him/her, his/her deposit shall be forfeited.
 30. Purchase Order. A quote for the purchase of goods shall be confirmed by the issuing of a purchase order subject to the limitations contained herein.
 31. The contractors, suppliers and bidders shall also mean their heirs, executors, administrators and assigns.
- J. Context. This policy shall be read with all necessary change of genders and changes of singular to plural which may be required in its context.

- K. Right to Reject. Notwithstanding the provisions of this policy, the County shall have the right to reject the lowest or any bid at its absolute discretion.
- L. Equal Opportunity Statement. The County Administrator must have on file or enclosed with quotes/proposals a signed Equal Opportunity Statement for each bidder and each bid.