

LCCS POLICY 216 Competitive Bidding

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See new Policy #:	

Scope:	All agency personnel
Responsibility:	Associate Director-Administrative Services, all LCCS Managers
Purpose:	To establish policy and procedure involving competitive bidding which provides for transparent and comprehensive opportunities for all businesses and persons who are wishing to do business with Lucas County Children Services.
Legal Cite:	ORC 307.86-307.91

POLICY STATEMENT

Lucas County Children Services shall engage in a competitive bid process in accordance with the Ohio Revised Code (ORC) cited above. Anything to be purchased, leased, or leased with an option to purchase at a cost in excess of fifty thousand dollars (\$50,000.00) shall be obtained through competitive bidding. Exceptions can be found in the ORC cited above.

Businesses or individuals wishing to provide contract services to children and families must follow the process outlined in LCCS Policy 218 (Request for Proposal).

LCCS prohibits discrimination in any form and is an equal opportunity employer.

PROCEDURE

SECURING BIDS

- Bidding procedures are established by state statute.
- Sealed bids shall be secured on all purchases with a cost in excess of fifty thousand dollars (\$50,000.00) per year, except as otherwise provided in ORC Section 307.86.

- The purchase or lease contemplated may not be divided into separate contracts or orders for goods if the purpose is to avoid the competitive bidding requirements.
- Bids must be solicited from an adequate number of known suppliers and/or contractors as outlined in the section "Request for Bids described below."
- LCCS shall make efforts to use Minority Business Enterprises (MBEs) and Disadvantaged Business Enterprises (DBEs) and Encouraging Diversity, Growth and Equity (EDGE) Businesses as outlined in the Lucas County Purchasing Policy and Procedures.
- The County Automated Data Processing (ADP) Board will be contacted prior to any request for bids for data processing goods and services.
- Requests to advertise for sealed bids shall be forwarded to the Administrative Services Department. The request shall be in the form of a Request for Bids. The Administrative Services Department will develop a bid notice from the information contained in the Request for Bids.
- LCCS may utilize the services of the County Commissioners for any request for competitive bids at any time. Therefore, potential bidders should also be aware of and follow steps outlined in Lucas County Policy for notice of such bids. A copy of the policy of the Lucas County Commissioners known as "Purchasing Policy and Procedures" is available through the official website of Lucas County.

BID NOTICE

- The bid notice shall be publicly advertised in the Toledo Blade, the Toledo Journal, and La Prensa (if these circulars are in business at the time of the bid) once a week, for not less than two consecutive weeks preceding the deadline for the submission of the bid. The notice may also be advertised in other newspapers of general circulation within the County as well as trade papers and other publications designated as appropriate.
- The notice shall also be posted in a public place in the lobby on the first floor of One Government Center.
- The notice shall be posted in accordance with the requirements of Ohio Revised Code Section 307.87, including as it relates to the agency and/or County Websites.
- The notice shall contain (a) a general description of the goods and/or services to be bid; (b) the time and/or place where plans and/or specifications may be obtained; (c) the time, date, and place where bids will be opened; (d) the time and place for filing bids; (e) terms of the proposed purchase; and (f) conditions under which bids will be received.
- The notice will be prepared based on information provided in the Request for Bids.

REQUEST FOR BIDS

- A Request for Bids shall be provided to all potential bidders based on the publicly advertised notices, postings on the first floor of One Government Center or who place their name and current contact information on file with the LCCS Manager of Support Services. LCCS is not responsible to seek current contact information for any bidder.
- The manager of the department requesting the goods and/or services will be responsible for preparing the request. The Division Director or other position designated by the Executive Director and the Associate Director-Administrative Services will review the request.
- The request will contain all necessary information for preparing the notice (see above).

- The request shall include the procedure for opening bids.
- A full description of the goods and/or services is required. Specifications shall be complete and definite in order for the bidder to properly respond.
- Any changes in the specifications shall be done by addendum.
- Bidders will be instructed to include information on warranties, literature when available, and shipping/delivery date as applicable.

BID BONDS

- If the bid is in excess of fifty thousand dollars (\$50,000.00), it shall be accompanied by a bond or certified check on a solvent bank for a reasonable amount stated in the notice, but not to exceed five percent (5%) of the bid.
- Bid bonds/certified checks shall be returned to unsuccessful bidders upon awarding the contract or rejection of all bids.
- Bid bond/certified check will be returned to the successful bidder once a resolution has been approved by the LCCS Board of Trustees, and a contract agreement has been duly signed.

GENERAL CONDITIONS

- All bids must be plainly marked in a sealed envelope with:
 1. the goods and/or services for which the bid is being entered; and
 2. the date and time of the bid opening.
- LCCS reserves the right to reject any and all bids and to waive any and all irregularities in a bid; to make awards to more than one bidder, and to accept the bid or bids which are judged to be in the best interests of the agency.
- The bid should not deviate from the requirements of the Request to Bid.
- Bidders must complete a bid form certifying that the bid meets the specifications or indicates any exceptions to the bid.

OPENING OF BIDS

- Bids shall be opened in public at the time and place stated in the public notice.
- A tabulation of all bids received will be made and announced at the time of the opening, and be available for public inspection the same day as the bid opening.

AWARDING OF BIDS

- The bid shall be awarded to the lowest and best bidder.
- LCCS reserves the right to accept parts of a bid with respect to agency needs or may reject all bids.
- For data processing expenditures, approval is required from the County ADP Board prior to any action by the LCCS Board of Trustees.
- The bid will be awarded through a resolution approved by the LCCS Board of Trustees.

CAPITAL IMPROVEMENTS AND CONSTRUCTION CONTRACTS

- The bidding of construction contracts and capital improvements are the responsibility of the Lucas County Commissioners. Bidders for these types of projects shall be directed to the Office of County Commissioners by LCCS staff.

PRACTICE GUIDE

All businesses and individuals, who place their names and contact information on file with the LCCS Manager of Support Services or other position designated by LCCS, shall receive every Request for Bid notice let by LCCS. LCCS does not separate this bid request list by type of good offered. For example, a company whose sole business is the provision of copier machines cannot request to only receive bid notices for copy machines. Such a company, once registered with LCCS, shall be sent any and all requests for bids, even if the company does not offer such a service.

RELATED POLICIES and FORMS

LCCS Policy 218 (Request for Proposal)