

BANNOCK COUNTY
BOARD OF BANNOCK COUNTY COMMISSIONERS
PROCUREMENT POLICY

Effective Date: 11/28/17 by R.S. No. 2017-98

I. POLICY STATEMENT

- A. The Board of County Commissioners of Bannock County, Idaho, recognizing the constitutional and statutory duties to faithfully represent the citizens and residents, and being beneficial to said citizens and residents, and being desirous of adopting purchasing policies consistent with the laws of the State of Idaho, does hereby adopt this policy. The purchasing power of the County, and the authority to contract for purchases, may be delegated to another elected official or an employee of the County by the Board of County Commissioners. **(I.C. §31-602)**. This policy applies to all entities that come under the jurisdiction of the Board of County Commissioners.
- B. It is recognized that the authority to procure equipment, supplies, and services rests with the Board of County Commissioners. This authority will be delegated in the following manner:
1. Each department makes their own purchases following the guidelines below;
 2. If a new contractor is used they must provide the department with verification of licensure, copy of signed W-9, and proof of insurance before starting any work;
 3. The preferred method of acquiring equipment, supplies, and services costing more than the existing bid limit is by sealed competitive bidding or by request for competitive sealed proposals.
 4. A Request for a Proposal (RFP) is used only where there is a statutory exception to the IFB requirement *and* where skill and technical proficiency are more important than price.
 - a. Bids that are “**Responsive**” meet all requirements listed in a bid. Bannock County may reject non-responsive bids.
 - b. Bidders that are “**Responsible**” are bidders who are capable of performing. Bannock County may not reject a bidder because they are *not* responsible.

II. PUBLIC WORK DEFINITION (I.C. §54-1901 (2)(c))

- A. Public Works Construction consists of the following:
1. Heavy construction, which is defined constructing fixed works and structures (not including building construction), without limitation: irrigation, drainage, sanitation, sewage, water power, water supply, reservoirs, flood control, reclamation, inland waterways, railroads, grade separations, track elevation, elevated highways, hydroelectric developments, aqueducts, transmission lines, duct lines, pipelines, locks, dames, dikes, levees, revetments, channels, channel cutoffs, intakes, drainage, excavation, and disposal of earth and rocks, foundations, piers, abutments, retaining walls, viaducts, shafts, tunnels, and other facilities incidental to the same;
 2. Highway construction, which is defined as all work included in highway construction contracts, including, without limitation, highways, roads, streets, bridges, tunnels, sewer and street grading, street paving, curb setting, surfacing and other facilities incidental to the same;
 3. Building construction, which is defined as all work in connection with any structure now built, being built, or hereafter built, for the support, shelter and enclosure of persons, chattels, personal and movable property of any kind, requiring in its construction the use of more than two unrelated building trades or crafts;

4. Specialty construction, which is defined as any work in connection with any public works construction, requiring special skill and the use of specialty skilled trades or crafts.

III. UNLAWFUL TO ENGAGE IN PUBLIC WORKS WITHOUT A LICENSE. (I.C. §54-1902)

A. It is unlawful for any public works contractor to:

1. Engage in the business of a public works contractor without having a license issued by the division of building safety.
2. Subcontract in excess of 80% of the work under any contract to be performed by him as public works contractor.
3. Accept a bid from any person who does not possess a license for the project involved;
4. Accept bids to sublet any part of the contract for specialty construction from a specialty contractor who does not possess a license.

B. No contractor shall be required to have a license in order to submit a bid or proposal for contracts for public works financed in whole or in part by federal aid funds, provided that, at or prior to the award and execution of such contract, the successful bidder has secured licensure.

IV. PUBLIC WORKS EXEMPTIONS (I.C. §54-1903)

A. The following are exempt:

1. Any construction, alteration, improvement or repair work involving a single project with an estimated cost of less than \$50,000;
2. The sale or installation of any finished products, materials or articles of merchandise, which are not fabricated into and do not become a permanent fixture of the structure
3. Any construction, alteration, improvement, or repair carried within the limits and boundaries of a reservation, the title which rests in the federal government;
4. Any construction, alteration, improvement, or repair of personal property;
Any construction or operation incidental to the construction and repair of irrigation and drainage ditches or regularly constituted irrigation districts, drainage districts, or reclamation districts except when performed by a person required to be licensed under this chapter;
5. Duly licensed architects, licensed engineers, and land surveyors when acting solely in their professional capacity;
6. Any construction, operation, repair, or maintenance of a solid waste disposal site including those operated by, for, or at the direction of a county;
7. Public utilities operating under the jurisdiction of the of the public utilities commission of the State of Idaho or construction, maintenance, and development work incidental to their own business;
8. Any construction, operation, or repair carried on in response to an emergency that has been officially declared by the governor or an emergency that has been declared by a governing body, (city or county), not to exceed a period of seven calendar days.

V. PERFORMANCE & PAYMENT BONDS REQUIRED OF CONTRACTORS. (I.C. § 54-1926)

A. Before any contract equal or greater than \$50,000 for the construction, alteration, or repair of any public building or public work, or improvement is executed, the person, to whom such contract is awarded shall furnish to the county, bonds that shall become

binding upon the execution of the contract and the person to whom the contract was awarded is hereafter designated as “contractor”:

1. A **performance bond** in any amount to be fixed by the contracting body, but in no event less than 85% of the contract amount conditioned upon the faithful performance of the contract. Said bond shall be solely for the protection of the public body executing the contract.
2. A **payment bond** in an amount to be fixed by the contracting body but in no event less than 85% of the contract amount. Said bond shall be solely for the protection of the persons supplying labor or materials, renting or leasing equipment to the contractor or subcontractor.
3. Public bodies requiring a performance bond or payment bond in excess of 50% of the total contract amount shall not be authorized to withhold from the contractor or subcontractor any amount exceeding 5% of the total payable as retainage.
4. Public bodies shall release to the contractor any retainage for the portions of the project accepted by the contracting public body and the contracts as complete within thirty days after such acceptance.
5. Contractors, contracting with subcontractors pursuant to contract work with a public body, shall not be authorized to withhold from the subcontractor any amount exceeding 5% of the total amount payable to the subcontractor as retainage.
6. The contractor shall remit the retainage to the subcontractor within thirty days after completion of the subcontract.
7. Said bonds shall be filed in the office of the board of commission or other contracting body that awards the contract and payable to the public body concerned.

VI. EXCLUSIONS. (I.C. §67-2803)

- A. Procurement requirements in procuring services or personal property shall not be applicable to:
1. “Piggybacking” and “Like Kind” purchases:
 - a. The acquisition of personal property when the procurement duplicates the price and the substance of a contract for like goods or services that has been competitively bid by the State of Idaho, one of its political subdivisions, or an agency of the federal government.
 - b. When this method of purchasing is used, it must be documented on the invoice, and a copy attached to the invoice and turned into the Auditor’s office.
 2. Contracts where purchases or expenditures are less than \$50,000.
 3. Disbursement of wages or compensation to any employee or official for the performance of personal services.
 4. Procurement of personal or professional services to be performed by an independent contractor.
 - a. Fiduciary relationship or advanced training required. (Examples: doctors, lawyers, appraisers, possible computer programmers)
 - b. Discuss with legal the need for quote or bid.
 5. Procurement of an interest in real property.
 6. Procurement of insurance.
 7. Procurement of used personal property.
 8. Procurement of goods for direct resale.
 9. Procurement of travel and training.
 10. Procurement of goods and services from Idaho correctional industries.
 11. Procurement of heavy repair for equipment.
 12. Procurement of software maintenance.

13. Procurement of public utilities.
14. Procurement of used equipment at an auction.
15. Procurement of food for use in jails or detention facilities.

VII. PROCUREMENT OF PUBLIC WORKS CONSTRUCTION (I.C. §67-2805)

- A. When the County contemplates an expenditure to procure public works construction valued at or in excess of \$50,000 but not to exceed \$200,000, the procurement procedures of this subsection shall apply:
1. May send written solicitation for bids to three licensed contractors describing the project with enough detail that an experienced contractor will understand the project.
 2. May send written solicitations to three licensed contractors describing the project with enough detail that an experienced contractor will understand the project.
 3. Form of Solicitation
 - a. Must be in writing
 - b. Writing includes electronic forms.
 - c. Compare with **I.C. §67-2309** and note the differences in wording.
 4. Must describe how the response should be delivered and allow at least three days (unless an emergency exists).
 5. Contractors must object at least one day in advance of when the bids were to be received.
 6. Responses must be in writing.
 7. Must take the lowest responsive bid and submit to the governing board.
 - a. If it's impossible to obtain three bids, the County may acquire the work in any manner deemed best from a qualified public works contractor.
 8. Approval and resolution of award from Commission.
 9. Documents will be retained in Auditing per the records retention requirements.
- B. When the County contemplates expenditure to procure public works construction valued at or in excess of \$200,000 the procurement procedures shall apply:
1. All solicitation of bids must be received from a qualified contractor, must be in writing, and sealed with a statement marked on the outside identifying the project. Competitive bidding may proceed through two categories:
 2. **Category A.** Competitive bidding procedures shall be open to receipt of bids from *any* licensed public works contractor desiring to bid on a public works project. The County may only consider the amount bid, bidder compliance, requisite license, and shall award the bid to the bidder with the lowest responsive bid.
 - a. Requests for bids shall set a date, place, and time for the public opening of bids.
 - b. Two notices soliciting bids shall be published in the official newspaper. The notice shall describe the project to be constructed.
 - i. The first notice shall be published at least two weeks before the date for opening bids.
 - ii. The second notice shall be published the succeeding week at least seven days before the date that bids are scheduled to be open.

- c. Copies of specifications, bid forms, bidder's instructions, contract documents, and general and special instructions shall be made available upon request and a reasonable plan copy fee by any interested bidder.
 - d. If deemed necessary, the bidder may be required to provide bid security in the amount equal to 5% of the amount bid and may require the use of the provided form.
 - e. Bid Security may be provided in the following forms:
 - i. Cash;
 - ii. A cashier's check;
 - iii. A certified check;
 - iv. A bidder's bond executed by a qualified surety company.
 - f. Must take the lowest responsive bid.
 - g. If the County doesn't take the lowest bid, the reasons must be stated on record and notify all bidders in writing.
 - h. Unsuccessful bidders must object in writing to award within seven days.
 - i. The board hears the objection and then affirms, modifies, or rebids.
 - j. Failure of a successful bidder to contract allows use of next in line, and can use bid bond, if any, to cover difference in price.
 - k. May reject and rebid.
 - l. Must still use a licensed contractor.
 - m. Resolution of award from Commission.
3. **Category B.** Competitive bidding procedures shall be open to licensed public works contractors *only after* meeting preliminary supplemental qualifications established by the County. The solicitation for bids in this category consists of two stages, an initial stage that determines supplemental prequalification for licensed contractors, followed by a stage during which bid prices will be accepted only from prequalified contractors.
4. **Prequalification Stage:**
- a. Notice of the prequalification stage follows the same mechanical process to solicit statements of qualification as Category A.
 - b. Prequalification standards may be premised by evaluating demonstrated technical competence, experience constructing similar facilities, prior experience with the County, equipment and personnel as it relates to the project as well as overall performance history.
 - c. Licensed contractors desiring to be qualified must submit a written response to the County's request for qualifications.
 - d. Written objections to the prequalification procedures must be received at least three business days before the statements are due.
 - e. Objections must be responded to in writing and communication response to the objector.
 - f. The County will review qualifications of submittals and select licensed contractors that meet the prequalification standards. Those contractors not selected must be notified in writing stating the reason or reasons why the contractor failed to meet prequalification standards.
 - g. Licensed contractors that fail the prequalification stage can appeal the determination within seven days after transmittal of results. If appeal is sustained, the contractor can appeal to the public works contractors within fourteen days following the decision made by the governing board. **(Further appeal information see I.C. §67-2805 (b)(iv))**

- h. Following the conclusion of the prequalification administrative procedures, the bidding stage shall proceed by setting a date, place, and time for the public opening of bids.
5. **Bidding Stage:**
- a. Requests for bids shall set a date, place, and time for the public opening of bids.
 - b. Notice soliciting bids shall be transmitted fourteen days before the opening of bids.
 - i. Two notices soliciting bids shall be published in the official newspaper. The notice shall describe the project to be constructed.
 - a. The first notice shall be published at least two weeks before the date for opening bids.
 - b. The second notice shall be published the succeeding week at least seven days before the date that bids are scheduled to be open.
 - ii. Copies of specifications, bid forms, bidder's instructions, contract documents, and general and special instructions shall be made available upon request and a reasonable plan copy fee by any interested bidder.
 - c. All Category B bids shall be presented or otherwise delivered under sealed cover to the County identifying the project to which the bid pertains.
 - d. If deemed necessary, the bidder may need to provide bid security in the amount equal to 5% of the amount bid and may require the use of the provided form.
 - e. Bid Security may be provided in the following forms:
 - i. Cash;
 - ii. A cashier's check;
 - iii. A certified check;
 - iv. A bidder's bond executed by a qualified surety company
 - f. Bids may not be withdrawn after the date and time set in the notice of opening of bids.
 - g. Sealed bids must be opened in public at designated place and time and submitted to governing board for award.
 - h. If identical bids are received, the board may decide which bidder it prefers.
 - i. If the bidder fails to execute the contract, the bidder's security may be forfeited and deposited into the designated fund in which the expenses for procuring substitute performances are paid and the governing board may award the next lowest responsive bid.
 - j. If the governing body awards the contract to the next lowest bidder, the amount of the bidder's security, if forfeited, shall be applied by the County to the difference between the lowest reasonable bid and the next lowest reasonable bid, and the surplus, if any, shall be returned to the lowest bidder if cash or check is used to to the surety on the bidder's bond if a bond is used, less administrative costs not to exceed 25% of the amount of the bidder's security.
 - k. The governing board may reject all bids presented and re-bid or pass a resolution declaring that the project may be more economically reasonable by purchasing goods and services on the open market.
 - l. If no bids are received, the governing board may make the expenditure without further competitive bidding procedures.
 - m. If the governing body chooses to award a bid contract involving the procurement of public works construction to a bidder other the lowest bidder, the governing body must state its reasons to all persons who submitted a bid.

- n. If any participating bidder objects to the award, the bidder shall respond in writing to the notice within seven calendar days from the date of transmittal of notice and express reasons that the governing boards decision is in error.
- o. Thereafter, the governing body shall review its decision and determine whether to affirm its prior award, modify the award, or choose to re-bid, setting forth its reasons. After completion of the review process the County will proceed as it deems necessary to be in the public interest.

VIII. PROCURING SERVICES OR PERSONAL PROPERTY PROCEDURES (I.C. §67-2806)

- A. Expenditures that require a purchase or lease of personal property or to procure services valued at or less than \$50,000, the following shall apply:
 - 1. No bidding is required.
- B. Expenditures that require a purchase or lease of personal property or to procure services valued at \$50,000 to \$100,000, the following shall apply:
 - 1. Solicitation of bids shall be supplied to no fewer than three vendors of choice;
 - 2. Solicitation of bids shall be in written form and must describe the personal property or services to be purchased or leased in sufficient detail, so the vendor understands what is being procured;
 - 3. Solicitation of bids must provide the method of submission and the date the bid proposal must be submitted;
 - 4. Submitted bids must receive a written response within three business days, unless an emergency exists;
 - 5. Written objections must be submitted no later than one business day PRIOR to the date the bids are to be received;
 - 6. Governing board will accept lowest bid or reject all bids and publish a new notice for bids;
 - 7. Approved bid must be turned in with claim to the Auditor's office.
- C. Expenditures that require a purchase or lease of personal property or to procure services valued at or above \$100,000, the following shall apply:
 - 1. Solicitation of bids shall be made through an open competitive sealed bid process with the procurement to be made to the lowest bidder;
 - 2. Two publications are required:
 - i. First notice published two weeks before opening.
 - ii. Second notice published seven days before opening.
 - 3. Copies of specifications, bid forms, and general instructions must be "made available";
 - 4. Written objections must be submitted no later than three business days PRIOR to the date the bids are to be opened;
 - 5. If deemed necessary, the bidder must provide security equal to 5% of the amount bid as well as substantial compliance with County form of bid;
 - 6. Non-selected bidders have seven days after transmittal of notice to object to the award in writing;
 - 7. Resolution of award must come from the Commission;
 - 8. Bid documents are maintained in Auditing.

IX. PUBLIC WORKS PROJECT PROCESSING

- A. The following steps are required for processing any public works project:

1. Notify the Auditing Office of upcoming project.
 - i. Project status updates must be communicated to Bannock County Auditing on a regular basis.
2. Notice of award submitted by Bannock County Auditing to the ISTC Contract Desk.
3. The ISTC Contract Desk will send the contractor a WH-5.
4. The contractor will send in a completed WH-5 within 30 days.
5. ISTC Contract Desk will request an update from the contractor when the project is complete.
6. The ISTC Contract Desk will check the WH-5 for tax compliance
7. Bannock County Auditing (may) request a Tax Release by sending in a Tax Release Request.
8. The ISTC Contract Desk will send Bannock County Auditing the Tax Release after WH-5 is checked for tax compliance.
9. Bannock County Auditing can release the retainage, if held until a Tax Release is received.

X. PLANS AND SPECIFICATIONS (I.C. §67-2309)

- A. All construction or repair of public buildings requires written plans and specifications.
- B. No brand names may be specified – use “or substantial equivalent” if necessary.
- C. May charge a “deposit” fee.

XI. PROCUREMENT EXCLUSIONS & OTHER STATUTES

- A. Procurement code expressly allows use of other procurement statutes.
- B. Some other exceptions such as the Fair and Solid Waste.
- C. Design and Construction Professionals – Must choose based on quality, not price.

XII. PROCURRING CONSTRUCTION PROFESSIONALS

- A. Applies to five groups of professional services: Architects, Engineers, Landscape Architects, Surveyors, and Construction Managers.
- B. Over \$25,000 in fee:
 1. Must use the formal selection and publication process provided in the Idaho Code.
 2. Must use the selection criteria from **I.C. §67-2320(2)**.
 3. A construction professional’s fee schedule may be requested, but may not be used as a selection criterion.
 4. Must rank, announce the rank, and then begin negotiations for a fee with the first ranked proposer. If unsuccessful go to second ranked.
- C. Under \$25,000 in fee:
 1. Must use the Idaho Code criteria unless
 2. May use the selection criteria from **I.C. §67-2320(2)**.

3. The solicitation for proposals may be limited to a prequalified short list.
4. May retain the same construction professional for subsequent phases of a project without going through the quality based selection process again.

XIII. BRIBERY & CORRUPT PRACTICES ACT (I.C. §18-1359)

- A. It is a crime for any appointed or elected official to have any “interest” in a contract made by him/her or any board of which he/she is a member. **(I.C. §18-1359(1)(d))**
- B. Exception is compliance with **I.C. §18-1361**.

XIV. BRIBERY & CORRUPT PRACTICES ACT EXCEPTIONS

- A. Less than 3 vendors within 15 miles.
- B. The official does not take any part in preparing or awarding the bid.
- C. The official submits the low bid.
- D. The official makes full written disclosure.
- E. An exception for the official or his relative (to the 2nd degree) can be awarded a bid if the following criteria are met: **(I.C. §18-1361A)**
 1. The official serves without compensation.
 2. The official does not take any part in preparing or awarding the bid.
 3. The official submits the low bid.
 4. The official makes full written disclosure.

XV. ETHICS IN GOVERNMENT ACT (I.C. Title 59, Chapter 7)

- A. An elected or appointed official or their consultants must recuse themselves from participation in any matter in which they have a conflict of interest.
- B. Conflict means pecuniary benefit to the official or members of his or her household.
- C. Declare conflict in writing.
- D. Follow prosecutor’s advice.

XVI. SELF INTEREST IN CONTRACTS ACT (I.C. §59-201)

- A. An official may not be interested in contracts made by his or her agency unless the interest is remote.
- B. Remote is either uncompensated, fixed wages, less than 1% ownership or landlord/tenant.
 1. Note: Just because the interest is remote for this provision doesn’t mean that it doesn’t violate the Bribery and Corrupt Practices Act.

BID CHECKLIST

- ❖ Department meet with Attorney to determine bid requirements and contact Auditing to notify them of project
- ❖ Prepare specs for project and submit to Commission staff
- ❖ Call Commissioners' Office to get a date and time for public hearing for bid opening approximately one month out
- ❖ Commission staff will prepare Notice of Bid Opening (Example A) for publication
- ❖ Commissioners' staff to have Notice of Bid Opening signed in public meeting by Commission (original to auditing)
- ❖ Send Notice of Bid Opening (can be Word document) to legals@journalnet.com for publication (must be published twice, once at least 14 days before bid opening and once at least 7 days before bid opening)
- ❖ When bill for publication is received, an affidavit of publication will be enclosed and should be submitted to Auditing with the bill
- ❖ At Bid Opening in open meeting, bids are opened and reviewed. An award can be given that day or another meeting set to give time for Department to review bids
- ❖ After bid awarded, letters to all bidders are prepared by Commission staff notifying if awarded or not (Examples B & C) and copies given to Auditing
- ❖ Resolution awarding bid (Example D) is prepared by Commission staff and copy given to Auditing along with all bids submitted
- ❖ Department will begin securing contracts for Commissioners' signatures and review by Legal

Example A

NOTICE OF BID OPENING

NOTICE IS HEREBY GIVEN that the County of Bannock will hold a bid opening in the office of the Bannock County Commissioners, 624 E Center Room 212, Bannock County Courthouse, Pocatello, Idaho, on **Wednesday, January 11, 2017 at 10:00 a.m.** at which time bids covering the following item will be publicly opened and read:

One (1) New Type I Ambulance

Sealed proposals, clearly marked **BID FOR AMBULANCE**, shall be addressed to Bannock County Commissioners, 624 E. Center, Pocatello, Idaho 83201, and will be received until 5:00 p.m. **January 10, 2017**. The bids will be opened **Wednesday, January 11, 2017 at 10:00 a.m.** at the Bannock County Commissioners Chambers, Bannock County Courthouse, 624 E Center Room 214, Pocatello Idaho.

Detailed specification may be obtained from the Bannock County Commissioners Office, located at 624 E. Center, Pocatello, Idaho or by calling 208-236-7210. Questions may be directed to **(information from Department and contact info)**.

The Board of Bannock County Commissioners reserves the right to accept or reject any or all bids in the best interest of Bannock County.

All bidders are expected to familiarize themselves with the requirements of Chapter 67, Title 28, of the Idaho Code, as amended, concerning bidding, and bidder's security. Five percent (5%) bidder's security is required to be in one of the following forms:

- I. Cash
- II. Cashiers Check, made payable to Bannock County
- III. Bidder's Bond executed by a qualified surety company, made payable to Bannock County.

If any person requires special assistance or accommodation to participate in this bid opening please contact Jamie Kerbs at 208-236-7210 to make the necessary arrangements prior to the hearing.

BOARD OF BANNOCK COUNTY COMMISSIONERS

(Commissioner), Chairman

(Commissioner), Member

(Commissioner), Member

ATTEST: _____
Clerk (Name)

PUBLISHING DATES: **December 20 and December 27, 2016**

Example B (not awarded bid)

(Date of signature)

(Name of Company)

(Address)

(City, State Zip)

Re: Bid for (project)

Dear (Person submitting bid):

We wish to thank you for participating in Bannock County's bid opening held on (date), for (project).

After taking the bids under advisement, it is the decision of the Board, in the best interest of Bannock County, to award the bid to the low bidder, (Company awarded bid) in the amount of (amount of bid award).

We are returning your bid bond and appreciate your participation in this bid opening.

Sincerely,

BOARD OF BANNOCK COUNTY COMMISSIONERS

(Commissioner), Chairman

(Commissioner), Member

(Commissioner), Member

(initials of person creating letter)

Enclosure

cc: Auditing

Example C (awarded bid)

(Date of signature)

(Name of Company)

(Address)

(City, State Zip)

Re: Bid for (project)

Dear (Person submitting bid):

We wish to thank you for participating in Bannock County's bid opening held on (date), for (project).

After taking the bids under advisement, it is the decision of the Board, in the best interest of Bannock County, to award you the bid in the amount of (amount of bid award).

Your bid bond will be held until we receive word that the project is complete and all is satisfactory. Thank you for your participation in this matter and congratulations!

Sincerely,

BOARD OF BANNOCK COUNTY COMMISSIONERS

(Commissioner), Chairman

(Commissioner), Member

(Commissioner), Member

(initials of person creating letter)

cc: Auditing

Example D

In the Matter of AWARDING)
BID FOR (PROJECT) _____

R.S. No. (Number)
(Date to be signed)

RESOLUTION

WHEREAS, the Bannock County Commissioners held a bid opening on (date of bid opening), as advertised on (dates published), in the Idaho State Journal, for (project); and

WHEREAS, (number) bids were received and reviewed;

NOW, THEREFORE, BE IT RESOLVED, that the bid for _____ is awarded to (winner of bid) in the amount of \$(numerical) (written).

The motion passed unanimously.

BOARD OF BANNOCK COUNTY COMMISSIONERS

(Commissioner), Chairman

(Commissioner), Member

(Commissioner), Member

ATTEST: _____
(Name), Clerk



Bannock County Contract Use Request Form

1. Please provide contact information.

For your Department	
Department:	Click here to enter text.
Contact Name:	Click here to enter text.
Address:	Click here to enter text.
Phone:	Click here to enter text.
Email:	Click here to enter text.
Fax:	Click here to enter text.

For the Original Contracting Entity	
Entity:	Click here to enter text.
Contact Name:	Click here to enter text.
Address:	Click here to enter text.
Phone:	Click here to enter text.
Email:	Click here to enter text.
Fax:	Click here to enter text.
Vendor:	Click here to enter text.

2. Please provide details of the procurement.

Describe the product or service on the original contract.	Click here to enter text.
Describe the product or service which you intend to acquire.	Click here to enter text.

Original Contract ID/Reference #:	Click here to enter text.	This piggyback will take the form of an: <input type="checkbox"/> Amendment to the original contract <input type="checkbox"/> Independent contractual agreement
Original Contract Award Date:	Click here to enter text.	
Contract Term:	Click here to enter text.	
Your Acquisition Timeframe:	Click here to enter text.	

For the product or service you wish to acquire, provide the following information:

Major/Primary Product (s), or Type(s) of Service or job titles to be acquired:	Estimated Quantity Required	Unit Price per original contract	Anticipated Total item Price for Piggyback
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Estimated Total Value of Piggyback (including secondary contract items):		Click here to enter text.	Click here to enter text.

3. Authorized Signatures.

Date:	Name & Title	Authorized Signature:
	Brett Grayson – PW Director	

	- Chairman	
	- Commissioner	
	- Commissioner	