

Stark County Board of Developmental Disabilities

Policy 2.34 Competitive Bidding	Effective: 4/27/21
Chapter 2: Agency Administration	Page 1 of 3

COMPETITIVE BIDDING

POLICY

Procurement of goods and services for the Board must be conducted in an open and competitive environment to ensure that prices paid are fair and reasonable. Therefore, it is the policy of the Board to require competitive bidding for anything to be purchased, leased, leased with an option or agreement to purchase, constructed, including but not limited to any product, structure, improvement, maintenance repair or service, when the cost exceeds \$50,000. The Board will ensure full compliance with the requirements and procedures delineated within Ohio Revised Code 307.86 – 307.91 and 307.862 on competitive bidding.

Although competitive bidding is not required for certain professional services such as an accountant, architect, attorney at law, physician, professional engineer, construction project manager, consultant, surveyor or appraiser, the Board will ensure that a systematic process is used known as a request for qualifications (RFQ) to select these exempted professions when needed.

References:

Ohio Revised Code 307.86 – 307.91; 307.862 Competitive Bidding

Historical Resolution Information	Reviewer(s):
Date	Superintendent
3/27/18	CFO/Business Manager
4/27/21	
Resolution Number	
03-18-18	
04-16-21	

Stark County Board of Developmental Disabilities

Policy 2.34 Competitive Bidding	Effective: 4/27/21
Chapter 2: Agency Administration	Page 2 of 3

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PROCEDURE

All requests to go out to bid must first be presented to the Board and approved through Resolution. The project requiring competitive bidding shall also already be incorporated into the budget as approved by the Board for the calendar year to which it relates. The only exception to this requirement would be an emergency or catastrophic event which took place that resulted in necessity.

When the Board uses competitive sealed proposals pursuant to ORC 307.86 – 307.91 and 307.862, the Board shall ensure the following requirements are met:

- A. A notice shall be published at least once per week for not less than two consecutive weeks preceding the day of the bid opening, in a general circulation newspaper with the County. Notice shall state the following:
 1. Time and place where bids will be opened
 2. Time and place for filing bids
 3. Terms of the proposed purchase
 4. Conditions under which bids will be received
- B. Factors and criteria are developed to receive and evaluate each proposal and describe the evaluation procedures when awarding a contract.
- C. Solicit competitive sealed proposals through a request for proposals, which at a minimum, must include the following:
 1. The name and address that is requesting to purchase
 2. Instructions to follow when submitting proposals
 3. Instructions governing communication between an offeror and the Board, including, the name, title, and telephone number of the person to whom questions should be directed regarding the proposal
 4. A description of the scope of work that is being requested or of supplies being requested
 5. A description of the performance criteria such as quantity of the supplies, services or both to be purchased, to the extent possible
 6. The factors and criteria the Board will consider in evaluating proposals received
 7. Any terms and conditions required by law such as bond requirements
 8. The date, time and place, by which an offeror must deliver the proposal to the Board in order to be considered
 9. A list of any documents that the Board incorporates by reference in the proposal request, provided that it is specified in the proposal that the documents are readily available to all offerors

Stark County Board of Developmental Disabilities

Policy 2.34 Competitive Bidding	Effective: 4/27/21
Chapter 2: Agency Administration	Page 3 of 3

10. A statement that includes the fact that the Board reserves the right to reject any proposal in which the offeror takes exception to the terms and conditions as prescribed in the request for proposal (specifications, excessive pricing, Board's best interest)
 11. Any additional information the Board deems necessary for the request for proposal
- D. If an outside professional firm, such as an architect, completes the bid package proposal, the Board must ensure that all Code requirements are met as detailed within this procedure.

The Board may also cancel or reissue a request for proposal if any of the following applies:

1. The supplies or services offered through all proposals to the Board are not in compliance with the requirements, specifications or terms as set forth
2. The prices submitted by the offerors are excessive
3. The Board determines that awarding the contract would not be in the best interest of the County

After a bid is awarded, the Board will follow standard purchasing procedure in accordance with ORC 5705.41.