

Jefferson County Government

Monitoring:	Bids and Quotations	Policy # 3.2	Issued Date: 01/15/08
Review: Annually			Revised Date: 06/2022

1. All purchases of supplies, materials, equipment, and contractual services in excess of twenty-five thousand dollars (\$25,000) shall be based on competitive bids as established by T.C.A. 5-21-1209(a) and 12-3-1212. Any vendor contract in excess of \$100,000 must be reviewed by legal counsel. These bids shall be solicited by advertisement in a newspaper of general circulation in the local area. However, said newspaper advertisement may be waived by the purchasing agent in an emergency. Newspaper ads must appear two (2) times and bid openings must be no earlier than five (5) days after the first ad appears in the newspaper.
2. All bids must be submitted in sealed envelopes, addressed to the Jefferson County Finance Department and plainly marked with the name of the bid and the time of the bid opening. Bids shall be opened at the time specified, and all bidders and other persons shall be invited to be present.
3. The lowest and best bid shall be accepted, provided the purchasing agent reserves the right to reject any and all bids or any part of any bid and, if applicable, to accept that bid which is best evidenced by reasons relative to the purpose of the purchase. Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid received after the time and date specified shall not be considered. Any bid not sealed and/or not properly labeled will not be accepted. Faxes and E-mail documents will not be accepted.
4. The bidder to whom the award is given may be required to enter into a written contract.
5. Suppliers may request to have their names added to mailing lists to receive invitations to bid. When specifications are prepared, they will be mailed to all merchants and firms who have indicated an interest in bidding.
6. The practice of splitting an order or dividing items to be purchased in order to avoid the use of bidding or other purchasing procedures is prohibited.
7. Contracts for professional services such as attorneys, architects, engineers, and financial advisors cannot be competitively bid. However, the cost for professional services should be solicited and the cost of such service should be considered in awarding a contract for professional services.
8. Any Governmental entity may purchase supplies, materials, equipment, and insurance, without the necessity of public bidding, if such is purchased through a plan authorized

and approved by any organization of governmental entities representing cities and counties.

9. A Bid bond equal to 10% of the bid is required on all construction bids as described in T.C.A. 62-6-129. This requirement should be included in the bid advertisement.
10. A Payment bond equal to 100% of a construction contract is required on all contracts above \$100,000 as described in T.C.A. 12-4-201. This requirement should be included in the bid advertisement.
11. A Performance bond equal to 100% of a contract is required on all construction contracts above \$100,000. Contract with contractor should not be signed until the performance bond is received from the Surety Company.
12. A Retainage account, not to exceed 5% of the contract, is required on all construction projects above \$500,000 as described in T.C.A. 66-324-104. This should be established by the contractor when the contract is signed.
13. Certain contractor license information must be placed on the outside of the bid envelope for construction projects. When the amount of the bid exceeds \$25,000, the name, license number, expiration date and license classification of the contractors applying for the prime contract and for electrical, plumbing, heating, ventilation, and air conditions contracts. In addition, when the cost of masonry portion of the construction project exceeds \$100,000, the masonry name, license number, expiration date and license classification must be placed on the outside of the bid envelope.
14. Bid documents must reference T.C.A. 62.6-119 informing bidders that it is necessary for the bidder to provide evidence of compliance with the provision described in T.C.A. 62-6-119.
15. For all purchases over the amount of \$10,000 but not exceeding \$24,999, three (3) competitive quotes are required.