

PROCUREMENT PROCEDURES

With Boyce Mayview Regional Park being recognized as a regional asset and with funds allocated, these funds are required to be spent in accordance with the Agreement between the Township and the Regional Asset District.

When an appropriate project has been specified, and the monies have been appropriated in the Budget for that specific project and that project (depending on the cost of the project) has been Board approved, the following steps are then taken:

1. For larger projects Specifications are prepared by the appropriate department for items to be bid. A legal notice must be prepared and run in a local newspaper at least 10 days prior to the bid opening.

A legal ad is prepared and published in the local newspaper

All sealed bids are directed to the Township Manager and **MUST NOT** be opened until the designated bid opening time (usually 9:00 AM), which was indicated in the Legal Notice.

Bid Openings are held in the Board of Commissioners Meeting Room and are open to the public.

The Bid is awarded to the best responsible bidder

A memorandum must be sent to the Board of Commissioners for the Informational and General Affairs meeting explaining the bid and the contractor/vendor.

A memorandum must then be sent to the Board of Commissioners for the Regular meeting recommending the approval of the contract.

After approval at the meeting, a bid award letter must be sent to the contractor/vendor. Bid rejection letters must also be created and sent to the contractors/vendors that were not awarded the contract. Make a photocopy of the original bid bond for the specifications file – return original bid bond to the bidder.

2. Contracts are written for purchases such as vehicles, equipment or services.
3. Once the monies are appropriated in the Budget to a certain department or project for a particular expenditure the funds are required to be spent in accordance of said contract.
4. **NOTE:** Most Township and ARAD Capital Equipment/Material needs are accommodated through publicly Bid State, County or Council of Government Piggy Back contracts subject to various non-discriminatory policies.