

BID GUIDELINES FOR PURCHASES OVER \$50,000.

Bids **must** be authorized by the Chambers County Commissioners Court.

When submitting for approval from Commissioners Court to authorize bids, submit notice to newspapers and specs to County Judge's Office for Commissioners Court packet for court to review. Also include location, date and time of bid opening and date to award. **Call/e-mail County Clerk's Office to put on calendar. You must call County Judge's Office to book courtroom or conference room.** (Sample of notice to bidders and the law regarding competitive bidding notice attached)

Department Head **must** provide **their phone number for vendors' questions.**

All bid openings will be at 3:00 p.m. due to Fed Ex/UPS mail arriving after noon. **Must be on a weekday/no holidays. Bids received after 3:00 p.m. WILL be rejected, no exceptions.**

The bid packet **must** contain an original signed bid with bid amount(s) and original non-collusion affidavit signed and notarized. If the non-collusion affidavit is not enclosed, the bid shall be **rejected, no exceptions.**

The Department requesting the bid **must** inform the bidder that they provide three copies in the packet and to **mark the outside of the bid package "SEALED BID" and WHAT THE BID IS FOR.**

Department head or representative requesting the bid opening **must** be present during the opening process.

Department Head **must** request to place award of bid on agenda with a written summary and recommendation to the court.

Each Department **must** keep all original bids. Retention: 2 years.

(Any purchase over \$5,000. up to \$50,000. is a capital purchase and must be approved by Commissioners Court prior to purchasing; must get at least 2 quotes.)

