

PROCUREMENT/PURCHASING CHECKLIST

Updated: January 2022

For procurements from sole source providers: Sole source providers shall be determined and approved by the board, Millard County Commission (in a public meeting) before the procurement is made. See "Sole Source Purchasing Worksheet".

For procurements \$15,000 up to \$74,999:

- Obtain 3 or more electronic or telephonic bids to compare costs among providers. Document results on approved purchasing form, including state contracts.
- Submit signed purchasing form with invoice to Auditor's office

For procurements \$75,000 or more:

SEALED BIDS

- Is project/procurement fully budgeted through completion in accordance with any architectural or construction type plans?
- Invitation
 - Full contact information for project manager listed
 - Detailed description of all specifications -OR- website location for acquiring specifications and/or plans
 - Closing date (with language no bids will be accepted after this date)
 - Date, location, instructions & time of any required bid meeting if applicable
 - Keep a log of attendees
 - Include language stating meeting is mandatory in order for bid to be considered
 - Due Date language: Received by Auditor's office 50 South Main, Fillmore UT, by 5:00 PM on ___(DATE)___ (prior to Commission meeting where bids are scheduled to be opened) OR by email to MillardBids@co.millard.ut.us (Make certain the due date is not a holiday or holiday observed)
 - Include verbiage "Mailed envelope must be marked with **SEALED BID (project name)** If submitted Electronically: Subject line must contain **SEALED BID (project name)**"
 - Date, location & time of scheduled Commission meeting where bid opening is on the agenda
 - Any Bonding & Insurance and any other legal requirements or licensing
 - Millard County reserves the right to cancel invitation or reject all bids
 - Email copy of bid invitation to the Auditor's Office
- Must be advertised at least 10 days prior to closing date
 - Millard County Website - required (Auditor's or Clerk's offices may assist)
 - Utah Public Notice website - required (Auditor's or Clerk's offices may assist)
 - Newspaper - as deemed appropriate by Dept issuing invitation
 - Appropriate trade publications and/or websites as deemed necessary

Submit to County Clerk for placement on Commission Meeting Agenda

- Schedule agenda for opening bid (originals on file with clerk, dept reviews bids)
- Schedule agenda for award

RFP (Request For Proposal) differs from Sealed Bids. Typically specifications are more broad, not possible to pinpoint, not practicable or options are too varied. These arrive sealed as well and should be marked as SEALED PROPOSAL (project name).

- Is project/procurement fully budgeted through completion in accordance with any architectural or construction type plans?
- County Attorney reviewed/approved - RFP *Mandatory*
- Invitation
 - Full contact information for project manager listed, language with instructions to contact only project manager
 - Detailed description of project
 - Closing date (no proposals will be accepted after this date)
 - Date, location & time of any required RFP meeting
 - Keep a log of attendees
 - Include language stating meeting is mandatory in order for proposal to be considered
 - Due Date language: Received by Auditor's office 50 South Main, Fillmore UT, by 5:00 PM on ___(DATE)___ (prior to Commission meeting where proposals are scheduled to be opened) OR by email to MillardBids@co.millard.ut.us (Make certain the due date is not a holiday or holiday observed)
 - Include verbiage "Mailed envelope must be marked with **SEALED PROPOSAL (project name)**" If submitted Electronically: Subject line must contain **SEALED PROPOSAL (project name)**"
 - Date, location & time of scheduled Commission meeting where proposal opening is on the agenda
 - Any Bonding & Insurance and any other legal requirements or licensing
 - List criteria for evaluation, including relative importance of cost
 - Millard County reserves the right to cancel invitation or reject all proposals
- Must be advertised at least 10 days prior to closing date
 - Millard County Website - required (Auditor's or Clerk's offices may assist)
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- Schedule agenda for award
- AWARDS:** Once awarded, notification for proposals and bids not accepted will be notified by the Clerk's office within 10 days after the award.