



JACK R. McCOWN, C.P.M.
HARRIS COUNTY PURCHASING AGENT

January 4, 1999

Commissioners Court
Harris County, Texas

Subject: Changes in Advertisement and Bid Procedures.

Gentlemen:

Due to changes in Commissioners Court meeting days, it is recommended the attached changes in procedures be adopted by the Court. These changes would allow for a more timely advertisement and award processing schedule and are recommended by the Purchasing Agent.

Sincerely,

A large, stylized handwritten signature in black ink, appearing to read "Jack R. McCown".

Jack R. McCown, C.P.M.
Purchasing Agent

JRM/cn

Presented to Commissioners' Court

JAN 12 1999

APPROVE *FL*
Recorded Vol. 190 Page 875 + 876

FOR INCLUSION ON COMMISSIONERS COURT AGENDA, JANUARY 12, 1999



Per

Revised Competitive Bid Award Procedure

- Public Notice of Bids

Competitive bidding laws require "Notice...be published at least once a week...with the first day of publication occurring before the 14th day...of the bid opening." (Local Government Code §262.023 – §262.026)

Currently, this office does not publish a notice unless first approved by Commissioners Court. Approval by Commissioners Court of the publication notice is required; however, the law does not state who may do the notice. (Local Government Code §262.026)

This office proposes that notices be published by the Purchasing Agent and the action taken be transmitted to Commissioners Court at the next Court meeting.

- Extension of Bid Opening Date

"The date specified in the notice (bid due date) may be extended by Commissioners Court if an error is discovered in the original specifications." (Local Government Code §262.026)

Currently, when extension have been necessary, with or without notice, the Purchasing Agent has gone to Commissioners Court.

This office proposes that in the future, extensions be made by the Purchasing Agent by publishing a notice extending the due date of a project. The extension of the due date would be transmitted to Commissioners Court at the next scheduled meeting. If it is too late to make an extension by notice, then extensions could be made at a Commissioners Court meeting, the current practice.

- Presentation of Bids (to Commissioners Court)

Section 262.027 of the Local Government Code requires that the officer in charge of opening the bids to present them to Commissioners Court in session for award or rejection.

Currently, this office presents all bids received to Commissioners Court and the Court generally **refers** these bids for further action. In most cases the Purchasing Agent and the Director of the County's Public Infrastructure

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Department bring the bids back to Court at a later date with an award recommendation. The recommendation shows the number of bidders and the amounts.

We propose, since more than 95% of the bids *are referred*, to modify the procedure as follows:

- 1) Present to Court, when in session, a list of all bids received (by Job number, description and bidder) and entertain a motion to have these bids referred or awarded, as applicable.
- 2) Have the Court pass an Order that, when Court is not in session, all bids are automatically referred. A copy of this Order would be attached to all future bids, which are automatically referred. This would allow the County Clerk to microfilm bids received on the Tuesdays when Court does not meet, and allow Purchasing and Public Infrastructure to begin the evaluation process.
- 3) Let the formal recommendation letters (from the Purchasing Agent and Public Infrastructure) be considered the bid presentation to Court. Should an award need to be made on the day bids are due, a recommendation for award could be given as currently handled.