

## BENTON COUNTY PROPERTIES BIDDERS' GUIDE TO COUNTY BIDDING PROCEDURES

### **Introduction**

This information has been designed to provide an overview of the bidding process in Benton County. Its primary function is to familiarize new bidders with the basic information necessary to communicate with the County's Properties manager and to submit bids that responsive to the needs of the County.

The bidding process can be a complex procedure because of the governing laws of the State of Arkansas and various rules and regulations imposed by Benton County. Detailed information and instructions are available by contacting the Properties Office at 479-271-1096.

### **Competitive Sealed Bids:**

Benton County places all of their Competitive Sealed Bids on the County's website at [www.co.benton.ar.us](http://www.co.benton.ar.us). The "Open Bids" link can be found under the "Online Services" menu on the county home page.

If you prefer to receive the bid via alternative means, please contact the County Properties office at 479-271-1096 to place your request.

Once you have received your invitation to bid, there are some things to remember before submitting your response:

- € Do not forget to sign your bids. Unsigned bids will be disqualified.
  
- € Be sure to send your bid in time for it to arrive at the Properties Office in time and date of the bid opening. Bids received late, no matter what the reason will not be considered.
  
- € Write the bid name on the outside of your envelope. If your envelope is not marked, we will open it with the rest of our mail. Once the prices have been exposed, it cannot be considered.
  
- € If you are not bidding the make and model specified, be sure and show what make and model you are offering and include product information with your bid.
  
- € Include any additional information specifically requested in the bid.
  
- € Include any shipping and/or handling charges in your bid price, not as a separate charge.
  
- € Include all taxes in your bid price.

All competitive sealed bid openings are public, so you are welcome to attend. If you have questions, please contact the County Properties Office before the bid opening.