



IFB Determination of Award

- The award shall be made to the lowest and best priced responsive bidder. The determination of the lowest priced responsive bidder shall include consideration of the Domestic Product Procurement Act, when applicable.
- Awards shall be made to the bidder whose bid
 - Complies with all mandatory specifications and requirements of the IFB
 - Is the lowest and best priced bid
 - Responsibility of the Vendor
 - Meets all other evaluation criteria and/or preferences specified in the IFB.
- The County reserves the right to reject any bid which is determined unacceptable for reasons which may include but are not necessarily limited to:
 - Failure of the bidder to meet mandatory general performance specifications
 - Failure of the bidder to meet mandatory technical specifications
 - Receipt of any information, from any source, regarding delivery of unsatisfactory product or service by the bidder within the past three years.
- As deemed in its best interests, the County reserves the right to clarify any and all portions of any bidders offer.
- Any clerical error, apparent on its face, may be corrected by the Purchasing Specialist before contract award. Upon discovering an apparent clerical error, the Purchasing Specialist shall contact the bidder and request clarification of the intended bid. The correction shall be incorporated in the notice of award. Examples of an apparent clerical error are:
 - Misplacement of a decimal point
 - Obvious mistake in designation of unit
- Any pricing information submitted by a bidder shall be subject to evaluation if deemed by the DP&CS to be in the best interest of the County.
- Pricing shall be evaluated at the maximum potential liability to Clay County.
- In the event all bidders fail to meet the same mandatory requirement in an IFB, DP&CS shall have the right, at its sole discretion, to waive that requirement for all bidders and proceed with the evaluation. In addition, the DP&CS shall have the right to waive any minor irregularity or technicality found in any individual bid.
- The DP&SC shall have the right to reject any and all bids.
- When evaluating a bid, the County shall have the right to consider relevant information and fact, whether gained from a bid, from a bidder, from bidder's references, or from any other source. Any information submitted with the bid, regardless of the format or placement of such information, may be considered when making decisions related to the responsiveness and merit of a bid and the award of a contract.
- Bidders who include an email address with their bid will be notified of the award results via email.
- The DP&CS shall have the right to request clarification of any portion of the bidder's response in order to verify the intent of the bidder. The bidder is cautioned, however, that its response may be subject to acceptance or rejection without further clarification.
- The final determination of contract(s) recommendations for award shall be made by DP&CS with signature approval from the County Commission for any awarded contract(s).

- After an initial screening process, a bid presentation and/or a solution demonstration may be conducted with the bidder, if requested, by the DP&CS. Attendance cost shall be at the bidder's own expense. All arrangements and scheduling shall be coordinated by the DP&CS.
- Any award of a contract must be approved by the County Commissioners and shall be made by notification from DP&CS to the successful bidder. Clay County shall have the right to make awards by item, group of items, or an all or none basis. Clay County may make awards to multiple vendors. The grouping of items and/or multiple vendor awards shall be determined by Clay County based upon factors such as similarity, location, administrative efficiency, or other considerations in the best interest of Clay County.
- The evaluation of cost shall cover the original contract period. The cost evaluation shall include all mandatory requirements. However, the County reserves the right to evaluate items proposed as optional items, if deemed necessary to meet mandatory requirements.