

Resolution No 94 - 4

WASHINGTON TOWNSHIP BOARD
WASHINGTON TOWNSHIP, GRATIOT COUNTY

RESOLUTION ESTABLISHING POLICY REGARDING
SEALED COMPETITIVE BIDDING FOR CONTRACTS

Be it hereby resolved that the Washington Township Board shall solicit sealed bids for which the township board anticipates a total township obligation of \$20,000 or more. the requirement for sealed bids shall not, unless the township determines otherwise by motion or resolution, apply to inter-governmental contracts, contracts for professional services or emergency repairs, or for the following:

1. Contracts for employment.
2. Assessment or property appraisal services.

When sealed bids are required, a request for bids shall be developed by the department head responsible for the purchase or such other person designated by the township board, which request for bids shall be approved by the township supervisor and/or the township board. The request for bids shall require interested bidders to provide the following information as appropriate:

1. Description of service or goods desired.
2. Desired delivery date or commencement date.
3. Desired termination date.
4. Bidders qualifications.
5. Warranties.
6. References.
7. Performance bond (where required)
8. Acquisition costs, fees, or other township financial obligation.

The request for bids shall also indicate the following information:

1. Deadline for submitting bids.
2. Date, time and place that bids will be opened.
3. Address to which bids are to be submitted.

All requests for bids shall include a statement that the Washington Township Board reserves the right to accept or reject any or all bids, to waive informalities or errors in the bidding process, and to accept any bid deemed to be in the best interest of the township, including bids that are not for the lowest amount.

Board member Ruth Whaley moved, supported by Owen Drummond, to adopt Resolution No. 94-4 establishing policy regarding sealed competitive bidding for contracts exceeding \$20,000, of which a copy is on file in the township clerks office.

Roll call vote: yeas; Donald cook, Marilyn Whitford, Ruth Whaley, Owen Drummond, and Charlie Misenhelder.

Nays; None

Motion carried.

CERTIFICATE

I, Marilyn Whitford, as Township Clerk of Washington Township, Gratiot County Michigan, hereby certify that the foregoing resolution was duly adopted by the Washington Township Board at a regular meeting of said board at which a quorum was present as held on April 21, 1994.

Signed

Marilyn Whitford
Washington Township Clerk

Dated: April 22, 1994