



WILLIAMSON COUNTY GOVERNMENT

MEMORANDUM

Via Email (leslie.mitchell@williamsoncounty-tn.gov)

This memorandum is in response to the COVID-19 pandemic, Governor Lee's Executive Order No. 23 ordering Tennesseans to stay "safer at home," and the adverse effect the COVID-19 pandemic has had on Williamson County's procurement policies. Specifically, the procedure to publicly open bids and proposals while complying with the Governor's recent safety measures. In order to comply with Governor Lee's Executive Order, Williamson County will temporarily alter its competitive bidding process described in the Williamson County Vendor Procedure Manual with the intent to limit personal interaction.

Submitting Bids/Proposals.

All bid proposals are to be received by U.S. mail or by hand delivery prior to the stated deadline in a sealed envelope bearing the name of the project, the name and address of the Vendor, date and time of the opening, and, if required by Tennessee Law, Tennessee Code Annotated, Section 62-6-119, the Vendor's contractor's license number, classification and expiration. If a bid bond is required to be submitted with the bid, the bid documents will include that information. A cashier's check is acceptable in lieu of a bid bond. If the project requires payment/performance bonds, the bid documents will include the specific requirements. Bid responses shall be addressed to the Williamson County Mayor, 1320 West Main Street, Suite 125, Franklin, TN 37064. The Purchasing Department will stamp the bids it receives with the date and time the bid response was received by the Purchasing Agent. The bid responses will not be opened prior to the scheduled bid opening. Bids received prior to the bid opening time will be maintained in the Purchasing Agent's office until bid opening time.

If the Vendor intends to hand deliver its bid proposal to the Williamson County Administrative Complex located at 1320 West Main Street, the Vendor must contact the Purchasing Director for instructions prior to delivering the bid proposal. In all cases bids must be received by the time and date provided in the bid package to be opened and considered.

Bid Opening.

All bid opening will be opened publicly through the use of electronic means. Notice will be provided to all Vendors that submitted a bid response with instructions to access the bid opening electronically. Notice will be sent to all Vendors' emails or other means of contact reasonably requested by the Vendor. Notice of the date and time and instructions to witness the bid opening will also be posted on Williamson County's website. Each bid that satisfies the bid instructions and all other requirements will be opened by the Purchasing Director in view of each Vendor that submitted a bid and has logged in to the electronic meeting. The Purchasing Director shall read out the names of the bidders, the amount of each bid, and any other pertinent information. The information shall be transcribed on a tab sheet and available for public inspection. Copies of the bid results will be provided upon request.



Evaluation of Bids/Proposals.

The Purchasing Agent shall evaluate each bid response which meets the requirements of the request. The evaluation will be based on the specifications included in the bid response, the terms and conditions of the response, compliance with the bid requirements, the experience of the Vendor, and any other available information that the Purchasing Agent determines is relevant. The award will be given to the best responsive bid.

While a Vendor's presence at the Williamson County Administrative Complex during the bid opening is not permitted for the duration of the COVID-19 pandemic, the process will be conducted in public to the degree electronic available means provides. It is the intent of the Purchasing Department to continue to exercise open competition with applicable law and with the safety of both the Vendors and Williamson County employees in mind. All remaining provisions of the Williamson County Procedure Manual and the Williamson County Purchasing Policy that do not conflict with the procedures set forth herein shall remain in effect.

Williamson County

Leslie Mitchell, Purchasing Director