

Invitation for Bids (IFB)

- For merchandise or services exceeding a specific dollar limit.
- Invitation mailed to those vendors listed on the bidders list (if number under commodity is excessive. The Procurement & Contracts Department reserves the right to limit the number of IFB packages mailed).
- Normal time frame from date of mailing to date of contract award is three (3) to four (4) weeks.
- May require a pre-bid conference - at least five (5) working days before opening date.
- Date and time bids are due indicated on invitation.
- Unless specified, all bids must be submitted in duplicate.
- Periodically vendors may be requested by various departments to assist in preparing specifications. The vendor may be paid for these services and will be disqualified from bidding when the IFB is issued.

Alternate Bids

Will be accepted in addition to bidder's prime bid. Alternate will be reviewed only if the bidder has submitted a prime bid in accordance with the specifications outlined in the IFB. To be considered the alternate, bid must meet or exceed the intent and function of the prime bid.

Request for Proposals (RFP)

- Normally utilized when bidding for professional services.
- Used when anticipated cost will exceed a specific dollar limit.
- Ideas solicited, references requested, interview may be scheduled, and specific results expected.
- Invitation mailed to those vendors listed on the bidders list (if number under commodity is excessive, the Procurement & Contracts Department reserves the right to limit the number of RFP packages mailed).
- Normal time frame from date of mailing to the date of award is four (4) to six (6) weeks.
- Most require a pre-proposal conference.
- All will specify the number of copies of proposals that must be submitted.
- Award of contract made to the firm whose proposal is determined to be in the best interest of the County, taking into consideration all the evaluation criteria outlined in the RFP.
- Periodically a professional services firm will be requested to assist in preparing specifications for an RFP. When this occurs, the firm should be paid for these services by the requesting department, but will be disqualified from submitting a proposal in the response to the RFP.