

## Gourley Township Bid Policy Revision 1

Be it resolved, that the Gourley Township Board shall solicit sealed bids for all contracts for which the township board anticipates a total township obligation of \$40,000 or more.

The requirement for sealed bids shall not apply to inter-governmental contracts, contracts for professional services or emergency repairs.

At such time as the solicitation of bids is authorized by the township board, the board shall determine if the authority to award a bid shall be delegated to a named official, or if the board reserves to itself the authority to award the bid.

When sealed bids are required, a "Request for Bids" shall be developed by the department head responsible for the purchase, which 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:

- Description of service or goods desired
- Desired delivery date or commencement date
- Desired termination date
- Bidder's qualifications
- Warranties
- References
- Performance bonds
- Acquisition const, fees, or other township financial obligation

The "Request for Bids" shall also indicate the following information:

- Deadline to submit bids
- Date, time, and place that bids will be publicly opened
- Address to which bids are to be submitted

All requests for bids shall include a statement that the Gourley 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.

Sealed bids shall be submitted to the purchasing director by a date and time specified and shall be marked on the outside "Sealed bid for \_\_\_\_\_".

Date of Adoption

I certify this is a correct record of the Bid Policy adopted by the Township Board of Gourley:



Ivy Netzel, Clerk  
August 12, 2024

(Approved by the Gourley Township Board at the board meeting on August 12, 2024 – see meeting minutes)