

Equipment Bidding Guidelines

Title 19 O.S. § 1723 requires EMS Districts to follow the County bidding requirements found at Title 19 O.S. §1501 and §1505, for the purchase of equipment. This is not an all-inclusive list of requirements found in Title 19 O.S. §1501 and §1505.

- Title 19 O.S. §1505(B)(2)
 - Bids shall be solicited by mailing or emailing a notice to all persons or firms who have made a written request and to all other persons or firms who might reasonably be expected to submit bids.
 - Notice of solicitation of bids shall also be published one time in a newspaper of general circulation in the county.
 - Notices shall be mailed and published at least ten (10) days prior to the date on which the bids are opened.
 - Proof of the mailing or emailing shall be made by the affidavit of the person mailing or emailing the request for bids and shall be made a part of the official records.
- Title 19 O.S. §1505(B)(4)
 - The Board, in an open meeting, shall open the sealed bids.
 - The Board shall select the lowest and best bid based upon, if applicable, the availability of material and transportation cost to the job site within thirty (30) days of the meeting.
 - The Board shall keep a written record of the meeting as required by law, and any time the lowest bid was not considered to be the lowest and best bid, the reason for such conclusion shall be recorded.
- Title 19 O.S. §1505(B)(5)
 - The District shall notify the successful bidders and shall maintain a copy of the notification.
 - If a vendor who is the low bidder cannot or will not sell goods or services as required by a bid contract, the District may purchase from the next low bidder provided, however, such purchase does not exceed Twenty-five Thousand Dollars (\$25,000.00).

Title 19 O.S. §1501 provides some exceptions to the bidding requirements.

- Title 19 O.S. §1501(A)(3)
 - when the purchase does not exceed Twenty-five Thousand Dollars (\$25,000.00)
 - when articles and items are covered by single-source contracts (Single source items are very rare. Often, the only sure way to make this determination is to open the purchase for bid. Please contact the State Auditor's office at 580-772-1312, Sherri Wooldridge swooldridge@sai.ok.gov, or Corey Armstrong carmstrong@sai.ok.gov before proceeding with a single source purchase.)
 - I. when considering the purchase of an item or items from the state bid list as provided by the Office of Management and Enterprise Services or the General Services Administration, if the same exact item is available from a local vendor at or below the price listed on the state bid list or the General Services Administration list, the item may be obtained from the vendor,

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- m. any item or items bid by the Office of Management and Enterprise Services which may be purchased by the District, provided the vendor is willing to supply the item or items to the District at the bid price,
- p. Districts may participate in any competitively bid nationwide purchasing program,

While not statutory, OSAI recommends that all sealed bids received are marked with the date and time received. Additionally, all bid documents, including the envelopes, should be kept as part of the bid file.