

Neshoba County Board of Supervisors

Electronic Bidding / Reverse Auction Administration Policy

The Neshoba County Board of Supervisors has retained the services of U.S. Next, our website hosting provider, to provide secure electronic bidding and reverse auction services in conjunction with the purchasing of commodities, supplies and equipment for Neshoba County. This Electronic Bidding / Reverse Auction Administration Policy is adopted to provide guidance and procedures in conducting electronic bidding and/or reverse auctions to purchase goods and supplies for Neshoba County.

The Electronic Bidding / Reverse Auction webpage is located at www.neshobacounty.net/bids. Links are also available on the quick links menu on the main webpage under Electronic Bidding / Reverse Auction, on the Current Bid Advertisements webpage and on the Purchasing Page on the county website.

Electronic Bidding

Electronic Bidding is provided to comply with Mississippi law and provide the capability for a vendor to submit an electronic bid in PDF format to Neshoba County in lieu of providing, mailing and confirming delivery of a paper bid.

The County Administrator will enter bids selected for electronic bidding into the bid tool administration portal on the bid tool administration portion of the county website. This will include the description of the bid, the bid request deadline and the bid advertisement or announcement – which will be loaded as PDF files. The bid will be assigned a bid notice number that is automatically generated by the bid tool. Until bids are made live they can be edited. Once bids are made live they cannot be edited or deleted and only allow for additional files being loaded onto the bid or the bid being extended.

Bids submitted as sealed bids for these solicitations cannot be viewed during the open bid request status. Once the bid solicitation deadline has passed and the bid is closed, the bid status will change to closed and the bids can be viewed once the bid deadline is passed and the solicitation is complete.

After the bid date and time, the County Administrator will log into the bid tool administration portal to view bids submitted. The bids will then be printed to retain a hard copy of the bids submitted and may be exported to excel for further presentation or presentment of the bids submitted.

To Submit a Bid Electronically the bidder will click on an individual view bid from the main bid requests listing for the item they are bidding. This will show the bid solicitation – including the bid request number, description of the bid, bid request deadline and the documents for the bid in PDF format.

The bidder will then enter the contact information into the "submit a bid" form and attach the bid as a PDF file. The contact information will include the legal entity / company name, the federal tax ID #, the contact name, the phone number, the email address and the file that is to be uploaded as the bid. The file to be uploaded will need to include all information for the proposal including the county bid form, if required.

Once submitted, the bidder information, will show on the public log in the administrative area including the bid request number, type of bid, who is submitting and their contact information. This is necessary and useful to provide any updates or addendums to bidders that may be necessary before the bid is closed. At no time until the bid is closed will anyone, including administrative staff, be able to see a bid. The bidder will also receive an email confirming their bid submission.

Neshoba County cannot require a vendor to submit a bid electronically and a paper bid will be considered with electronic bids following the close of bid acceptance period provided it was timely filed.

Reverse Auction

Reverse Auction procurement is provided by Neshoba County without cost to the participating vendor to ensure the most efficient and lowest price available to the County for goods, equipment and services, while ensuring compliance with state law for acquisition of said materials. The costs for providing Electronic Bidding and Reverse Auction services mandated by the Mississippi Legislature is borne by the taxpayers of Neshoba County. Neshoba County is required by Mississippi Law to utilize Reverse Auction as the procurement method for purchases over \$50,000 excluding construction.

Reverse Auctions for procurements in excess of \$50,000 that are not available through other procurement means such as state contract, express product lists or other available means will be conducted via the Neshoba County website. The reverse auction will be conducted very similar to the electronic bidding component but prices will be shown for bids during the reverse auction to solicit the lowest possible price for the item being procured.

Neshoba County reserves the following rights in conducting reverse auctions:

- The right to terminate a reverse auction at any time during the process and reject any and all bids submitted;
- The right to extend a reverse auction, at the discretion and sole determination of the County, for any, all or none of the items being solicited during said auction. The auction may be extended in 15 minute increments or more if bids are received during the last 10 minutes of the live auction period;

- The right to require submittals of specifications for the item being solicited and/or other necessary requirements (i.e. a required site visit) in advance of the live reverse auction. This requirement will allow for pre-qualification of and invitation to participate in said reverse auction for said procurement. This requirement will be included in the advertisement for and/or instructions for said procurement.
- The right to conduct the reverse auction at the time most convenient for the County. This time may be from one hour to several or more days at the sole determination and discretion of the County. The final day and times for reverse auctions will generally be on Monday through Friday and between 8:00 a.m. local time until 5:00 p.m. local time;
- The right to require submission of a complete proposal in conjunction with said reverse auction bid in order to ensure compliance with the specifications of the solicitation. Further to require said submission in PDF format.
- The right to accept the best and lowest bid for the benefit of the County at the sole determination and discretion of the County.
- The right to accept or reject any and/or all bids, with or without cause, and waive informalities associated with the reverse auction procurement.

The County Administrator will enter bids selected for reverse auction into the bid tool administration portal on the bid tool administration portion of the county website. This will include the description of the item being solicited, the reverse auction start time, the reverse auction end time and the bid advertisement or announcement – which will be loaded as PDF files. The bid will be assigned a bid notice number that is automatically generated by the bid tool. Until bids are made live they can be edited. Once bids are made live they cannot be edited or deleted and only allow for additional files being loaded onto the bid or the bid being extended.

To submit a bid during the reverse auction a bidder will click on the individual view bid from the main bid requests listing for the item they are bidding. This will show the bid solicitation – including the bid request number, description of the bid, bid request deadline and the documents for the bid in PDF format.

The bidder will then enter the contact information into the “submit a bid” form and attach the proposal as a PDF file. The contact information will include the legal entity / company name, the federal tax ID #, the contact name, the phone number, the email address, the bid amount and the file that is to be uploaded as the bid. The file to be

uploaded will need to include all information for the proposal including the county bid form, if required.

Once submitted, the bidder information, and bid submitted will show on the running list of bids during the reverse auction. The default display order is most recently submitted showing first, but the user can click the column heading to re-sort.

The reverse auction will continue until the end time of the reverse auction or until the end time of the extended reverse auction period (single or multiple periods at the determination of the County.)

Reverse auctions may be conducted in advance of or with ending times during regular or special meetings of the Neshoba County Board of Supervisors. The Neshoba County Board of Supervisors will make the final determination as to acceptance of any bid submitted via reverse auction and no bid is accepted until such time the Board of Supervisors passes an order spread upon its minutes during a regular or special meeting of the Board.

Neshoba County, by way of conducting a procurement via reverse auction is not trying to limit or preclude bidding by any potential vendors or bidders but is required to do so as a matter of State Law passed by the Mississippi Legislature. If a vendor does not have access to the internet to participate in the reverse auction being conducted, bids may be submitted from the Neshoba County Board of Supervisors Office at 401 Beacon Street, Suite 201, Philadelphia, Mississippi 39350 between 8:00 a.m. local time and the closing time of said reverse auction on the final day of the auction or in advance upon request. While employees of Neshoba County cannot submit your bid for you, we will assist in providing direction for proper submission of your bid.

Neshoba County cannot require vendors to submit their bids electronically. The following procedures will be utilized in the event a vendor submits a bid via paper for a reverse auction procurement. The bid will be stamped or noted when received for the procurement being solicited. The bid submitted via paper will be loaded into the reverse auction at the onset of the reverse auction or at the onset of the final day of the reverse auction (8:00 a.m. local time), if received in advance, or as soon as practical or possible thereafter, at the determination of the County staff. The paper bid via handheld delivery will also be loaded into the reverse auction upon presentment, or as soon as practical or possible thereafter, if timely filed, while the reverse auction is occurring provided it has all required and necessary information. **NO EMPLOYEE OF NESHOPA COUNTY WILL BE RESPONSIBLE FOR A VENDOR'S PAPER BID OR OFFERING NOT BEING INCLUDED IN THE REVERSE AUCTION SHOULD IT NOT BE TIMELY FILED IN ADVANCE TO ALLOW TIME FOR POSTING TO THE AUCTION SITE WHILE THE REVERSE AUCTION IS OCCURRING.**

In the event of an act of God, internet disruption, website disruption, local, area, internal or external network or connectivity disruption, bid tool error or disruption, electrical interruption, or any other unforeseen natural or man-made event which may affect or prohibit the reverse auction or continuance of the reverse auction electronically, the County will make every effort to continue the reverse auction at the designated time or for the last four hours of the designated reverse auction period by other means, live, in person, in the Neshoba County Board of Supervisors Meeting Room in the Neshoba County Courthouse at 401 Beacon Street, Suite 201, Philadelphia, Mississippi 39350 or at another location specified by the County. If due to a natural disaster, emergency or other event, as determined by the County, the Reverse Auction will be postponed until another date, which will be set by the Neshoba County Board of Supervisors at their next regular meeting, with said announcement made via the county website.

This policy was adopted by the Neshoba County Board of Supervisors at their regular meeting on June 4, 2018.