



PINAL COUNTY
PROCUREMENT CODE

ARTICLE 3 – SOURCE SELECTION AND CONTRACT AWARD

PC1-300 APPLICABILITY

Article 3 of the Pinal County Procurement Code applies to procurements and contracting activities associated with the solicitation of all services and commodities for county use which are not an integrated part of the design, construction, reconstruction and remodel of county facilities which fall under Article 5.

PC1-301 SOLICITATION PROHIBITIONS

- A. Except as provided in PC1-359 for multi-term contracts, a procurement officer shall neither award a contract nor incur an obligation on behalf of the County unless sufficient funds are available for the specific procurement.
- B. Any bid or proposal that is conditioned upon award to the bidder or offeror of both the particular contract being solicited and another Pinal County contract shall be deemed nonresponsive or unacceptable.

PC1-302 TYPES OF CONTRACTS

Subject to the limitations of this Article, any type of contract that will promote the best interests of Pinal County may be used, except the use of a cost-plus-a-percentage-of-cost-contract is prohibited.

PC1-303 AUTHORITY TO USE CONTRACT TYPES

- A. The following contract types may be used by the procurement officer:
 - 1. Fixed price contract, except fixed price cost incentive contract;
 - 2. Lease; and
 - 3. Lease with purchase option.
- B. Any other type of contract may be used only if the purchasing agency determines in writing prior to solicitation that the use of that contract type is permitted by law and is advantageous to Pinal County.

PC1-304 FIXED PRICE CONTRACT

- A. A fixed price contract may be used if:
 - 1. The extent and type of work necessary to meet county requirements can be reasonably specified; and

2. The cost can be reasonably estimated.
- B. A firm fixed price contract may be used if prices advantageous to Pinal County can be established at the outset of the contract.
- C. Fixed price contract with price adjustment may be used if:
 1. The solicitation for a fixed price contract with price adjustment and the contract shall specify the basis for determining the price adjustment; and
 2. The notice of price adjustment is given by the contractor in the manner and within the time specified in the contract.

PC1-305 LEASE AND LEASE-PURCHASE CONTRACTS (EXCEPTING LEASE OF REAL PROPERTY)

- A. A lease or lease-purchase contract may be entered into only after the procurement officer determines in writing that:
 1. A lease or lease-purchase is advantageous to Pinal County; and
 2. All conditions for renewal and pricing data are set forth in the lease or lease-purchase.
- B. Unless otherwise authorized by this code (i.e. PC1-105), all leases shall be signed by the Chairman of the Board of Supervisors.
- C. A purchase option in a lease may be exercised only if the lease containing the purchase option was awarded pursuant to this Code and after the procurement officer determines in writing that the exercise of the purchase option is advantageous to Pinal County based upon estimated costs and benefits of alternative methods of procuring comparable commodities.

PC1-306 COST-REIMBURSEMENT AND COST INCENTIVE CONTRACTS

A cost-reimbursement or cost incentive type contract may be used only when the purchasing agency determines in writing that the use of such contract is advantageous to Pinal County.

PC1-307 TIME AND MATERIALS CONTRACTS AND LABOR HOUR CONTRACTS

- A. Time and materials and labor hour contracts shall, to the extent possible, contain a stated ceiling or an estimate of a contractual amount that shall not be exceeded without prior written approval of the purchasing agency.
- B. A time and materials or labor hour contract may be used if the purchasing agency determines in writing that:
 1. Personnel have been assigned to closely monitor the performance of the work; and

2. It is advantageous to Pinal County to use such contract; and
3. No other contract type is practicable.

PC1-308 OPTION PROVISIONS

- A. If the procurement officer determines that a contract is to include an option for renewal, extension, or purchase, the applicable option provisions shall be included in the solicitation.
- B. Before exercising any option for renewal, extension, or purchase the procurement officer shall determine in writing that a new solicitation is not more advantageous to Pinal County than the exercise of the particular option. The written extension justification document shall be retained in the appropriate procurement file.

PC1-309 PURCHASE REQUESTS

- A. If a using agency determines the need for a commodity or service, it shall submit a purchase request.
- B. Upon receipt of a purchase request from a using agency, the procurement officer is authorized to determine the form and manner in which the procurement shall be solicited.
- C. The procurement officer shall reject a purchase request if, after consultation with the requesting using agency, the procurement officer determines that it is not advantageous to Pinal County.
- D. Disagreements between a using agency and the procurement officer concerning actions taken under subsection B or C, shall be brought to the director for resolution.

PC1-310 ASSIGNMENT OF THE RIGHTS AND DUTIES

The rights and duties of a Pinal County contract are not transferable or otherwise assignable without the written consent of the procurement officer.

PC1-311 CHANGE OF NAME

If a contractor requests to change the name in which it holds a Pinal County Contract, the procurement officer may, upon receipt of a document indicating name change, enter into a written amendment with the contractor to effect the name change. The amendment shall provide that no other terms and conditions of the contract are changed.

PC1-312 INSTALLMENT PURCHASES

Installment purchases may be used when advantageous to Pinal County. If an installment purchase is used, provisions for installment purchase payments shall be included in the solicitation document.

PC1-313 MULTIPLE-SOURCE CONTRACTING

- A. If the procurement officer anticipates that any of the awards described in B through D of this section will be made, the solicitation shall include a notification of the right of Pinal County to make such an award and the criteria upon which such an award will be based.
- B. An incremental award may be made only if the procurement officer determines in writing that such an award is necessary to obtain the required quantity or delivery.
- C. A multiple award shall be made only if the procurement officer determines in writing that a single award is not advantageous to Pinal County. A multiple award shall be limited to the least number of suppliers necessary to meet the requirements of the using agency.
- D. A regional award may be made only if commodity or service is required to widely scattered locations or a particular requirement is of a local nature.
- E. All written determinations of the procurement officer pertaining to any type of multiple source contracting shall be included in the appropriate procurement file.

PC1-314 METHOD OF SOURCE SELECTION

Unless otherwise authorized by law, all Pinal County contracts shall be awarded by competitive sealed bidding as provided in PC1-315, except as provided in PC1-328 through 345, PC1-364 through 367, and PC1-504 or as otherwise provided in this Code.

PC1-315 COMPETITIVE SEALED BIDDING

- A. Contracts shall be awarded by competitive sealed bidding except as otherwise provided in PC1-314.
- B. An invitation for bids shall be issued and shall include a purchase description and all contractual terms and conditions applicable to the procurement.
- C. Advertisements made for bids shall comply with statutory requirements. The advertisement shall state where sealed bids will be delivered, the date bids must be received and the date and time bids are to be opened.
- D. Bids shall be opened publicly at the time and place designated in the invitation for bids. The amount of each bid, and such other relevant information as may be specified by this code, together with the name of each bidder shall be recorded. The bids shall not be open for public inspection until after a contract is awarded. To the extent the bidder designates and the county concurs, trade secrets or other proprietary data contained in the bid documents shall remain confidential in accordance with PC1-104.
- E. Bids shall be unconditionally accepted without alteration or correction, except as authorized in this code. Bids shall be evaluated based on the requirements set

forth in the invitation for bids, as prescribed in this code. The invitation for bids shall set forth the evaluation criteria to be used.

- F. Clarifications may be requested from any respondent.

PC1-316

INVITATION FOR BIDS

- A. In all competitive sealed bidding for supplies, commodities, equipment and contractual services, the Purchasing Division of the Finance Department shall issue the invitation for bids.
- B. In all competitive sealed bidding for construction, the construction agency shall issue the Invitation for Bids, subject to the approval of the director.
- C. Invitation for Bids shall be issued in sufficient time before the date and time set for bid closing to permit free competition, unless a shorter time is deemed necessary for a particular procurement as determined in writing by the procurement officer.
- D. Content
1. The Invitation for Bids shall include the following:
 - a. Instructions and information to bidders concerning the bid submission requirements, including the time and date set for bid opening, the address of the office to which bids are to be received, the period that the bid shall remain open, and any other special information;
 - b. The purchase description, specifications, evaluation criteria, delivery or performance schedule, and inspection and acceptance requirements; and
 - c. The contract terms and conditions, including warranty and bonding or other security requirements, as applicable.
 2. If the Invitation for Bids incorporates documents by reference, the Invitation for Bids shall specify where such documents may be obtained.
 3. The Invitation for Bids shall require the acknowledgment by the bidder of the receipt of all addenda issued.
 4. An Invitation for Bids may require the submission of bid samples, descriptive literature, technical data and may require a demonstration, inspection or testing of a product before Award.
- E. The Purchasing Division of the Finance Department or construction agency shall mail or otherwise make available invitation for bids or notices of the availability of Invitation for Bids to all prospective bidders.
- F. A copy of the Invitation for Bids shall be made available for public inspection at the procurement officer's office.

PC1-317 PRE-BID CONFERENCES

A procurement officer may conduct a pre-bid conference within a reasonable time but not less than seven days before the bid opening to explain the procurement requirements. Statements made at the pre-bid conference shall not be considered an addendum to the invitation for bids unless a written addendum is issued pursuant to PC1-318.

PC1-318 AMENDMENTS TO INVITATIONS FOR BIDS

- A. An amendment to an Invitation for Bids shall be issued if necessary to:
 - 1. Make changes in the Invitation for Bids;
 - 2. Correct defects or ambiguities; or
 - 3. Furnish to other bidders information given to one bidder, if the information will assist the other bidders in submitting bids or if the lack of the information will prejudice the other bidders.
- B. Amendments to Invitations for Bids shall be so identified and shall be sent to all persons to whom the procurement officer distributed an Invitation for Bids.
- C. Amendments shall require that the bidder acknowledge receipt of the amendment by signing and returning the amendment with the bid or before the time and date set for opening.
- D. Amendments shall be issued within a reasonable time before bid closing to allow prospective bidders to consider them in preparing their bids. If the time and date set for bid closing does not permit sufficient time for bid preparation, the time and date for bid closing shall be extended in the amendment or, if necessary, by fax, email, or telephone and confirmed in the amendment.

PC1-319 PRE-OPENING MODIFICATION OR WITHDRAWAL OF BIDS

- A. A bidder may modify or withdraw its bid at any time before bid opening if the modification or withdrawal is received in writing before the time and date set for bid opening in the location designated in the invitation for bids for receipt of bids. A bidder or the bidder's authorized representative may withdraw the bid in person if, before the time and date set for bid opening, the identity of the person requesting withdrawal is established and that person signs a receipt for the bid.
- B. A document concerning a modification or withdrawal of a bid shall be retained in the appropriate procurement file.

PC1-320 LATE BIDS, LATE WITHDRAWALS, AND LATE MODIFICATIONS

- A. If a bid, modification, or withdrawal is received after the due date and time, at the location designated in the solicitation, the procurement officer shall determine the bid, modification, or withdrawal is late.

- B. The procurement officer shall reject a late bid, modification, or withdrawal unless:
 - 1. The document is received before the contract award at the location designated in the solicitation and
 - 2. The documents would have been received by the bid due date and time, but for the action or inaction of County personnel.
- C. Upon receiving a late bid, modification, or withdrawal, the procurement officer shall:
 - 1. If the document is hand delivered, refuse to accept delivery; or
 - 2. If the document is not hand delivered, record the time and date of receipt and promptly send written notice of late receipt to the bidder. The procurement officer may discard the document within 30 days after the date on the notice unless the bidder requests the document be returned.
 - 3. The agency procurement officer shall document a refusal under section C-1 and place the document or copy of the notice required in C-2 in the procurement file.

PC1-321

RECEIPT, OPENING, AND RECORDING OF BIDS

- A. Except as provided in subsection (B) of this section, each bid and modification shall be time-stamped upon receipt and stored unopened in a secure place until the time and date set for bid opening.
- B. An envelope that is not marked as a bid or does not identify the bidder or solicitation may be opened solely for the purpose of identification. A record shall be made of the reason for opening it, the date and time it was opened, the solicitation to which the bid responded and the signature of the person who opened the envelope. The envelope shall be resealed and retained in the procurement file.
- C. Bids and modifications shall be opened publicly and in the presence of one or more witnesses at the time, date and location as designated in the Invitation for Bids. The name of each bidder, the bid price, and other information deemed appropriate by the procurement officer shall be read aloud and recorded on a bid abstract. The name of the required witness shall also be recorded. The bid abstract shall be available for public inspection.
- D. Bids shall not be available for public inspection before contract award. After contract award, the bids shall be available for public inspection, except to the extent that the withholding of information is permitted or required by law. If the bidder designates a portion of its bid as confidential, it shall isolate and identify in writing the confidential portions in accordance with PC1-104.

PC1-322

MISTAKES IN BIDS

- A. A bidder may correct mistakes discovered before the date and time set for bid opening by withdrawing or correcting the bid as provided in PC1-319.
- B. After bid opening, a bid mistake based on an error in judgment may not be corrected or withdrawn.
- C. After bid opening, the procurement officer can waive minor informalities in a bid if advantageous to Pinal County. Any waiver must be in writing and retained in the appropriate procurement file.
- D. After bid opening, the bid may not be withdrawn and shall be corrected by the procurement officer to the intended bid if a bid mistake and the intended bid are evident on the face of the bid.
- E. After bid opening, the director may permit a bidder to withdraw a bid if:
 - 1. A nonjudgmental mistake is evident on the face of the bid but the intended bid is not evident; or
 - 2. The bidder establishes by clear and convincing evidence that a nonjudgmental mistake was made.
- F. Mistakes shall not be corrected after award of the contract except where the director makes a written determination that it would be unconscionable not to allow the mistake to be corrected.
- G. If correction or withdrawal of a bid after bid opening is permitted or denied under subsections (D) and (E) of this code, the procurement officer shall prepare a written determination with the director's approval showing that the relief was permitted or denied under this code.

PC1-323

BID EVALUATION AND AWARD

- A. The contract shall be awarded to the lowest responsive and responsible bidder whose bid meets the requirements and the evaluation criteria set forth in the Invitation for Bids. Unless otherwise provided in the Invitation for Bids, award may be made by individual line item, by group of line items, or for the aggregate total of all line items.
- B. A product evaluation may be conducted to determine whether a bidder's product is acceptable as set forth in the Invitation for Bids but not to determine whether one bidder's product is superior to another bidder's product. Any bidder's offer that does not meet the acceptability requirements shall be rejected as nonresponsive.
- C. Bids shall be evaluated to determine which bidder offers the lowest cost to Pinal County in accordance with the evaluation criteria set forth in the Invitation for Bids. Only objectively measurable criteria that are set forth in the Invitation for Bids shall be applied in determining the lowest bidder. Examples of such criteria include, but are not limited to, transportation cost, energy cost, ownership cost,

and other identifiable costs or total life cycle cost formulae. Evaluation factors need not be precise predictors of actual future costs, but to the extent possible the evaluation factors shall be reasonable estimates based upon information the procurement officer has available concerning future use.

- D. A contract may not be awarded to a bidder submitting a higher quality item than that designated in the Invitation for Bids unless the bidder is also the lowest bidder as determined under subsection (C) of this section. The procurement officer may seek written clarification of a bid but this does not permit negotiations with any bidder.
- E. If there are two or more low responsive bids from responsible bidders that are identical in price and that meet all the requirements and criteria set forth in the Invitation for Bids, award shall be made by drawing lots. If time permits, the bidders involved shall be given an opportunity to attend the drawing. The drawing shall be witnessed by at least one person other than the procurement officer supervising the drawing.
- F. A record showing the basis for determining the successful bidder shall be retained in the procurement file.
- G. A written notice of award shall be sent to the successful bidder. The notice of award shall be made available to the public.

PC1-324 ONLY ONE BID RECEIVED

If only one offer is received in response to a solicitation, the procurement officer shall either:

- 1. Award the contract to the offeror and prepare a written determination that:
 - a. The price submitted is fair and reasonable;
 - b. The offer is responsive; and
 - c. The offeror is responsible; or
- 2. Reject the offer and:
 - a. Resolicit for new offers;
 - b. Cancel the procurement; or
 - c. Use a different source selection method authorized under the Pinal County Procurement Code.

PC1-325 MULTI-STEP SEALED BIDDING

- A. The multi-step sealed bidding method may be used if the procurement officer determines in writing that:
 - 1. Available specifications or purchase descriptions are not sufficiently complete to permit full competition without technical evaluations and negotiations to ensure mutual understanding between each bidder and Pinal County;

2. Definite criteria exist for evaluation of technical proposals;
 3. More than one technically qualified source is expected to be available;
and
 4. A fixed price-contract will be used.
- B. The procurement officer may hold a conference with bidders before submission or at any time during the evaluation of the unpriced technical proposals.

PC1-326

PHASE ONE OF MULTI-STEP BIDDING

- A. Multi-Step sealed bidding shall be initiated by the issuance of an Invitation to Submit Technical Offers. The Invitation to Submit Technical Offers shall be issued according to PC1-316 and shall contain the following information:
1. Notice that the procurement shall be conducted in two phases and that priced bids will be considered only in the second phase and only from those bidders whose unpriced technical offers are found acceptable in the first phase;
 2. The best description of the commodities or services desired;
 3. The requirements for the technical offers, such as drawings and descriptive literature;
 4. The criteria for evaluating technical offers;
 5. The closing date and time for receipt of technical offers and the location where offers should be delivered or mailed; and
 6. A statement that negotiations may be held.
- B. The Invitation to Submit Technical Offers may be amended after the submission of the unpriced technical offers. The amendment shall be distributed only to bidders who submitted unpriced technical offers, and those bidders shall be permitted to submit new unpriced technical offers or to amend the offers already submitted. If an amendment materially changes the procurement, the Invitation to Submit Technical Offers shall be canceled or reissued.
- C. Unpriced technical offers shall not be opened publicly, but shall be opened in the presence of two or more procurement officials. The contents of unpriced technical offers shall not be disclosed to unauthorized persons.
- D. Unpriced technical offers shall be evaluated solely in accordance with the criteria set forth in the Invitation to Submit Technical Offers and shall be determined to be either acceptable for further consideration or unacceptable. A determination that an unpriced technical proposal is unacceptable shall be in writing, state the basis of the determination and be retained in the procurement file.

- E. The procurement officer may conduct discussions with any bidder who submits an acceptable or potentially acceptable technical offer. During discussions, the procurement officer shall not disclose any information derived from one unpriced technical offer to any other bidder. After discussions, the procurement officer shall establish a closing date for receipt of final technical offers and shall notify in writing bidders submitting acceptable or potentially acceptable offers of the closing date. The procurement officer shall keep a record of all discussions.
- F. After receipt of final technical offers, the procurement officer shall determine whether the technical offers are acceptable for consideration in phase two or unacceptable.
- G. At any time during phase one, offers may be withdrawn.

PC1-327

PHASE TWO OF MULTI-STEP SEALED BIDDING

- A. Upon completion of phase one, the procurement officer shall issue an Invitation For Bids and conduct phase two under PC1-316 through PC1-323 as a competitive sealed bidding procurement, except that the Invitation For Bids shall be issued only to bidders whose technical offers were determined to be acceptable in phase one.
- B. Unpriced technical offers of unsuccessful bidders shall be open to public inspection to the extent set forth in PC1-321.

PC1-328

COMPETITIVE SEALED PROPOSALS

- A. If the director and procurement officer determine in writing that the use of competitive sealed bidding is either not practicable or not advantageous to Pinal County, a contract may be entered into by competitive sealed proposals. The director may determine that it is either not practicable or not advantageous to Pinal County to procure specified types of commodities or services by competitive sealed bidding, except that the competitive sealed proposal method shall not be used for construction contracts.
- B. Proposals shall be solicited through a Request for Proposals.
- C. Adequate public notice of the Request for Proposals shall be given in the same manner as provided in PC1-315.
- D. Proposals shall be opened publicly at the time and place designated in the Request for Proposals. The name of each proposer and such other relevant information as is provided by the code, shall be publicly read and recorded. All other information contained in the proposals shall be confidential so as to avoid disclosure of contents prejudicial to competing proposers during the process of negotiation. All information contained in the proposals shall be open for public inspection after contract award or cancellation of the solicitation, except those portions deemed confidential in accordance with PC1-104.
- E. The Request for Proposals shall list the evaluation criteria in the order of their importance, except that one or more criteria may be given equal weight. Specific numerical weighting is not required.

- F. Clarifications may be requested from respondents.
- G. Negotiations may be conducted with responsible proposers who submit proposals determined to be reasonably susceptible to being selected for award. Revisions may be permitted after submissions and before award for the purpose of obtaining best and final offers. In conducting negotiations, there shall be no disclosure of any information derived from proposals submitted by competing proposers.
- H. The award shall be made to the responsible proposer whose proposal is determined in writing to be the most advantageous to Pinal County taking into consideration the evaluation factors set forth in the Request for Proposals. No other factors or criteria may be used in the evaluation. The amount of any applicable transaction privilege or use tax of a political subdivision of this state is not a factor in determining the most advantageous proposal. The contract file shall contain a written determination of the basis for the award.

PC1-329 COMPETITIVE SEALED PROPOSAL DETERMINATION

- A. The director may make a determination that it is either not practicable or not advantageous to Pinal County to procure specified types of commodities or services by competitive sealed bidding. The director may modify or revoke a determination at any time.
- B. Competitive sealed bidding may not be practicable or advantageous if it is necessary to:
 - 1. Use other than a fixed-price contract; or
 - 2. Conduct oral or written negotiations with proposers concerning technical and price aspects of their proposals; or
 - 3. Afford proposers an opportunity to revise their proposals; or
 - 4. Compare the different price, quality, and contractual factors of the proposals submitted; or
 - 5. Conduct negotiations with one or more of the respondents to the solicitation.
 - 6. Award a contract in which price is not the determining factor.

PC1-330 REQUEST FOR PROPOSALS

- A. A Request for Proposals shall set forth those factors listed in PC1-316.D that are applicable and shall also state:
 - 1. The type of services or commodities required and a description of the work involved;
 - 2. The type of contract to be used;

3. Whether cost or pricing data is required;
 4. That proposers may designate as trade secrets or proprietary data portions of the proposals;
 5. That discussions may be conducted with proposers who submit proposals determined to be reasonably susceptible of being selected for award;
 6. The minimum information that the proposal shall contain; and
 7. The closing date and time for receipt of proposals.
- B. A Request for Proposals shall be issued at least ten days before the closing date and time for receipt of proposals unless a shorter time is determined necessary in writing by the director.
- C. Request for Proposal forms shall be approved by the director.
- D. Amendments to Requests for Proposals shall be made in accordance with PC1-318.

PC1-331 PRE-PROPOSAL CONFERENCES

Pre-proposal conferences may be convened in accordance with PC1-317.

PC1-332 LATE PROPOSALS, MODIFICATIONS, MISTAKES OR WITHDRAWALS

- A. A proposal received after the closing date and time for receipt of proposals is late and shall not be considered. A best and final offer received after the closing date and time for receipt of best and final offers is late and shall not be considered.
- B. A modification of a proposal received after the closing date and time for receipt of proposals is late and shall not be considered.
- C. A modification of a proposal resulting from an amendment issued after the closing date and time for receipt of proposals shall be considered if received by the closing date and time set forth in the amendment or by the closing date and time for submission of best and final offers, whichever is applicable. A modification of a proposal resulting from negotiations shall be considered if received by the closing date and time set forth in the amendment, or by the closing date and time for submission of best and final offers, whichever is applicable. If the modifications described in this subsection are received after the respective date and time described in the subsection, the modifications are late and shall not be considered.
- D. A proposal may be withdrawn at any time before the closing date and time for receipt of best and final offers.

PC1-333 RECEIPT OF PROPOSALS

- A. Each proposal received shall be date and time stamped and retained in a secure place until the closing date and time for receipt of proposals. A register of proposals shall be prepared and shall set forth the name of each proposer and the identity of the Request for Proposals for which the proposal was submitted.
- B. Proposals shall be opened in the presence of a witness. The name of each proposer shall be publicly read and recorded. Before contract award, proposals and modifications shall be shown only to Pinal County personnel having a legitimate interest in them, or persons assisting Pinal County in the evaluation.
- C. If only one proposal is received in response to a Request for Proposals, the procurement officer may recommend an award in accordance with PC1-324, cancel the solicitation, or, resolicit.

PC1-334 EVALUATION OF PROPOSALS

- A. Evaluation of proposals shall be evaluated on the factors set forth in the Request for Proposals.
- B. For the purpose of conducting discussions, the procurement officer shall determine that proposals are either acceptable for further consideration or unacceptable. A determination that a proposal is unacceptable shall be in writing, state the basis of the determination and be retained in the procurement file. If the procurement officer determines that a proposer's proposal is unacceptable, the procurement officer shall notify that proposer of the determination and that the proposer shall not be afforded an opportunity to amend its offer.

PC1-335 NEGOTIATIONS WITH INDIVIDUAL PROPOSERS

The procurement officer shall establish procedures and schedules for conducting negotiations. Disclosure of one proposer's price or any information derived from competing proposals is prohibited. Any response to a procurement officer's request for clarification of a proposal shall be in writing. The procurement officer shall keep a record of all negotiations.

For the purposes of conducting negotiations with respondent's the procurement officer is authorized to use either of the following methods which, in his/her judgment, best meets the unique requirements of each solicitation process.

- A. Concurrent Negotiations. Negotiations may be conducted concurrently with responsible respondents for the purpose of determining source selection and/or contract award.
- B. Exclusive Negotiations. A determination may be made by the director to enter into exclusive negotiations with the responsible respondent whose proposal is determined in the selection process to be most advantageous to the county. Exclusive negotiations may be conducted subsequent to concurrent negotiations or may be conducted without requiring previous concurrent negotiations. A determination to conduct exclusive negotiations shall not constitute a contract

award nor shall it confer any property rights to the successful respondent. If exclusive negotiations are conducted and an agreement is not reached, the county may enter into exclusive negotiations with the next highest ranked respondent without the need to repeat the formal solicitation process.

PC1-336 BEST AND FINAL OFFERS

The procurement officer may issue a written request for best and final offers. The request shall set forth the date, time and place for the submission of best and final offers. Best and final offers shall be requested only once, unless the director makes a written determination that it is advantageous to the county to conduct further discussions or change the county's requirements. The request for best and final offers shall inform proposers that if they do not submit a notice of withdrawal or a best and final offer, their immediate previous offer will be construed as their best and final offer.

PC1-337 EXTENSION OF ACCEPTANCE TIME

After receipt of bids or proposals, if the procurement officer determines that a contract cannot be awarded within the time limits stated in the solicitation, a written extension may be requested from the proposer to allow additional time to award the contract.

PC1-338 CONTRACT AWARD

- A. The procurement officer shall recommend, to the Board of Supervisors, award of a contract to the proposer whose proposal is determined in writing to be most advantageous to Pinal County based on the factors set forth in the Request for Proposals. The determination shall explain the basis of the award.
- B. After contract award, the proposals shall be open for public inspection except to the extent that the withholding of information is permitted or required by law. If the proposer designates a portion of its proposal as confidential, it shall isolate and identify in writing the confidential portions in accordance with PC1-104.

PC1-339 PROCUREMENT NOT EXCEEDING AN AGGREGATE AMOUNT OF FIFTY THOUSAND DOLLARS

- A. Any procurement which does not exceed an aggregate dollar amount of \$50,000 may be made in accordance with the following procedures except that the procurement shall be made with such competition as is practicable under the circumstances. Procurement requirements shall not be artificially divided or fragmented so as to constitute a purchase under this section and to circumvent the source selection procedures required by PC1-315 or PC1-328.
- B. If practical, purchases estimated to cost \$15,000 or more, not exceeding \$50,000, shall be made in accordance with the following procedures:
 - 1. The procurement officer shall solicit written quotations by issuing a Request for Quotations to at least three vendors, if possible.
 - 2. Bidders shall submit quotations on a form approved by the director and the quotations shall be recorded and placed in the procurement file.

3. The award is made to the lowest bidder meeting specification requirements concerning price, conformity to specifications, and other purchasing factors.
 4. If only one responsive quotation is received, the purchase may be made based on that quotation upon a determination that the price is fair and reasonable. A statement shall be included in the contract file setting forth the basis for determining that the contract is fair and reasonable. This determination may be based on a comparison of the proposed price with prices found reasonable on previous purchases or current price lists.
 5. Pricing on written quotations is to remain confidential until the transaction is complete, i.e., the purchase order is issued.
- C. If practical, purchases estimated to cost \$5,000 or more, but less than \$15,000, shall be made in accordance with the following procedures:
1. The procurement officer shall solicit oral quotations from at least three vendors, if possible.
 2. Quotations received shall be recorded and placed in the procurement file.
 3. The award shall be made to the lowest bidder meeting specification requirements concerning price, conformity to specifications, and other purchasing factors.
 4. If only one responsive quotation is received, the purchase may be made based on that quotation upon a determination that the price is fair and reasonable. A statement shall be included in the contract file setting forth the basis for determining that the contract is fair and reasonable. This determination may be based on a comparison of the proposed price with prices found reasonable on previous purchases or current price lists.
 5. Pricing on oral quotations is to remain confidential until the transaction is complete, i.e., the purchase order is issued.
- D. For purchases of less than \$5,000 the procurement officer shall utilize procedures established by the director providing for adequate and reasonable competition and for making records to facilitate auditing including the following:
1. Purchases less than \$5,000 may utilize a single selection process based on vendor contract, stock availability and delivery requirements.
 2. Pricing on verbal or written quotations is to remain confidential until the transaction is complete, i.e., the purchase order is issued.

PC1-340 SOLE SOURCE NOT EXCEEDING AN AGGREGATE AMOUNT OF FIFTY THOUSAND DOLLARS

The director may make the determination that the sole source method set forth in PC1-342 shall be used if a commodity or service is available from only one vendor, and the purchase is estimated to cost not more than \$50,000. This section does not apply to

procurements described in PC1-339.D. The written documentation of the basis for the sole source procurement shall be included in the contract file.

PC1-341 SOLE SOURCE PROCUREMENT EXCEEDING AN AGGREGATE AMOUNT OF FIFTY THOUSAND DOLLARS

The Board of Supervisors may award a contract for a commodity or service without competition based on written documentation submitted by the procurement officer that there is only one source for the required commodity or service. Submission of cost or pricing data in connection with contracts and awards under this section may be required. Sole source procurement shall be avoided, except when no reasonable alternative source exists. The written documentation of the basis for the sole source procurement shall be included in the contract file.

PC1-342 SOLE SOURCE PROCUREMENT PROCEDURE

- A. Except as provided in PC1-340, the procurement officer shall submit justification in writing to the Board of Supervisors that a sole source procurement is required. Sole source procurement shall not be used unless there is clear and convincing evidence that there is only one source. Any request by a procurement officer that a procurement be restricted to one potential contractor shall be accompanied by an explanation as to why no other would be suitable or acceptable to meet the need. A requirement for a particular proprietary item does not alone justify a sole source procurement if there is more than one potential bidder or proposer for that item.
- B. The procurement officer shall negotiate with the single supplier, to the extent practicable, a contract advantageous to Pinal County.
- C. The provisions of this code apply to all sole source procurement unless emergency conditions exist as defined in PC1-343.
- D. Examples of sole source procurement include but are not limited to:
 - 1. Where compatibility of equipment, accessories, systems, technology, or replacement parts is a paramount consideration; or
 - 2. Where an item is required for trial use or testing.

PC1-343 EMERGENCY PROCUREMENT

- A. Notwithstanding any other provisions of this code, upon declaration of an emergency or other approval as required under PC1-344, the director may make or authorize others to make emergency procurements if there exists a threat to public health, welfare, property or safety or if a situation exists which makes compliance with PC1-315 or PC1-328 impracticable, unnecessary or contrary to the public interest. Such emergency procurements shall be made with such competition that is practicable under the circumstances. A written determination of the basis for the emergency and for the selection of the particular contractor shall be included in the contract file.

- B. Emergency conditions may arise from, but are not limited to, floods, epidemics, riots or equipment failures. An emergency condition creates an immediate and serious need for commodities, services or construction that cannot be met through normal procurement methods and that seriously threatens the functioning of Pinal County Government, the preservation of property or the public health or safety.
- C. An emergency procurement shall be limited in time and quantity to those commodities, services or construction necessary to satisfy the emergency need.

PC1-344 EMERGENCY PROCUREMENT PROCEDURE

- A. A using agency seeking an emergency procurement shall prepare a requisition documenting the existence of an emergency condition, how it arose and explaining the extent of procurement needed. The requisition shall be approved by the elected official, department head or other designated official of the using agency.
- B. All emergency procurements in excess of \$50,000 must be approved by the County Manager or designee. Those emergency procurements not exceeding \$50,000 may be approved by the director.
- C. The County Manager shall determine in writing whether to grant the request. If the requisition is approved by the County Manager, it shall be forwarded to the Purchasing Division of the Finance Department for expeditious processing.
- D. A copy of each requisition processed under this procedure shall be kept on file in the using agency requesting the emergency procurement and the Pinal County Purchasing Division of the Finance Department.
- E. If the nature of the emergency does not permit submission of a timely requisition, the Elected Official or Department Head may make an oral request to the County Manager who may make an oral determination and delegation. The requisition required under Subsection A shall be submitted to the County Manager for formal approval.
- F. The County Manager may approve a written request subsequent to the procurement if:
 - 1. The emergency necessitated immediate response and it was impracticable to contact the County Manager.
 - 2. The procurement was made with as much competition as was practicable under the circumstances.
 - 3. The price paid was reasonable.
 - 4. The request required under Subsection A was submitted to the County Manager.

COMPETITIVE SELECTION PROCEDURES FOR PROFESSIONAL SERVICES

- A. Competitive sealed bidding may not be advantageous if it is necessary to:
1. Use a contract other than a fixed-price type; or
 2. Conduct oral or written discussions with bidders concerning technical and price aspects of their proposals; or
 3. Afford bidders an opportunity to revise their response; or
 4. Compare the different price, quality, and contractual factors of the response submitted; or
 5. Award a contract in which price is not the only determining factor.
- B. If the purchasing agency determines in writing that the use of competitive sealed bidding is not advantageous, the services specified in PC1-203 may be negotiated using one of the alternative methods as set forth in subsection D.
- C. Procedures for selection of A/E consultant services for planning and design of construction projects are contained in Article 5 of this Code.
- D. After determining that competitive sealed bidding is not advantageous, the purchasing agency may select one of the following procurement procedures:
1. Competitive sealed proposal procedure pursuant to PC1-328 through PC1-338; or
 2. Multiple stepped bidding pursuant to PC1-325 through PC1-327; or
 3. Review of qualifications of persons interested in contracting for particular professional service. If this procurement procedure is selected, it shall be conducted by a selection committee of three or more representatives of Pinal County. One of the representatives shall be a peer of the persons being reviewed. The selection board may select one or more qualified persons for contract award at a fair and reasonable price after reviewing:
 - a. The qualifications of at least three persons from a list maintained by a purchasing agency and updated annually. Each purchasing agency is to establish procedures for maintaining and updating a list of prospective persons who have indicated by submission of a letter of interest in being considered for future contracts within the scope of their professional qualifications.
 - b. The qualifications of all persons submitting a letter of interest and a statement of qualifications in response to a public advertisement .

- c. Persons referred by a qualified outside professional organization that shall attest in writing to such person's qualification and suitability to perform the service.
 - d. All information other than the name of the bidder shall remain confidential until after the award.
- E. If one of the alternative methods is used, the procurement file must contain a written statement describing why the use of competitive sealed bidding was determined to be not advantageous.

PC1-346 CANCELLATION OR REJECTION OF SOLICITATIONS FOR BIDS OR REQUEST FOR PROPOSALS

An Invitation for Bids, a Request for Proposal or other solicitation may be canceled or any or all bids or proposals may be rejected in whole or in part as may be specified in the solicitation if it is advantageous to Pinal County. The reasons for the cancellation or rejection shall be made part of the contract file.

PC1-347 CANCELLATION OF SOLICITATION BEFORE DATE AND TIME FOR RECEIPT OF RESPONSE

- A. Before the date and time that receipt of bids or proposals are due, a solicitation may be canceled in whole or in part if the procurement officer determines in writing that cancellation is advantageous to the County
- B. If a solicitation is canceled before the date and time that responses are due, notice of cancellation shall be issued.
- C. Any responses received shall be returned unopened.

PC1-348 CANCELLATION OF SOLICITATION AFTER THE DATE AND TIME SET FOR RECEIPT OF RESPONSES

- A. After receipt of responses but before award, a solicitation may be canceled and all responses may be rejected in whole or in part if the procurement officer determines in writing that cancellation and rejection are advantageous to Pinal County.

- B. A notice of cancellation and/or rejection shall be issued to all bidders or proposers.
- C. Responses received under the canceled solicitation shall be retained in the procurement file. If the purchasing agency intends to issue another solicitation within a reasonable time after cancellation for the same commodities, services or construction as under the canceled solicitation, the purchasing agency may withhold from public inspection responses submitted under the canceled solicitation if the procurement officer makes a written determination that such action is advantageous to Pinal County. After award of a contract under a subsequent solicitation, responses submitted in response to the canceled solicitation shall be open for public inspection unless non-disclosure is required under PC1-104.
- D. The determination to cancel a solicitation and reject responses shall be made a part of the procurement file and shall be available for public inspection.

PC1-349 REJECTION OF INDIVIDUAL BIDS OR PROPOSALS

- A. A bid may be rejected if:
 - 1. The bidder is determined to be nonresponsible pursuant to PC1-350; or
 - 2. The bid is nonresponsive in accordance with PC1-323.
- B. A proposal or quotation may be rejected if:
 - 1. The person responding to the solicitation is determined to be nonresponsible pursuant to PC1-350; or
 - 2. It is unacceptable;
 - 3. The proposed price is unreasonable; or
 - 4. It is otherwise not advantageous to Pinal County.
- C. Bidders or proposers whose responses are rejected under subsection A or B of this section shall be notified in writing of the rejection. Record of the rejection shall be made part of the procurement file.

PC1-350 RESPONSIBILITY OF BIDDERS AND PROPOSERS

- A. A written determination of nonresponsibility of a bidder or proposer shall be made in accordance with this code. The unreasonable failure of a bidder or proposer to promptly supply information in connection with an inquiry with respect to responsibility shall be grounds for a determination of nonresponsibility with respect to the bidder or proposer. A finding of nonresponsibility shall not be construed as a violation of the rights of any person.

- B. To the extent permitted by law, information furnished by a bidder or proposer pursuant to this section shall be confidential.
- C. A procurement officer shall determine the bidder or proposer is responsible before recommending an award of the contract to that bidder or proposer.
- D. Factors to be considered in determining if a bidder or proposer is responsible include, but are not limited to:
 - 1. The bidder or proposer's financial, physical, personnel or other resources, including subcontracts;
 - 2. The bidder's or proposer's record of performance and integrity;
 - 3. Whether the bidder or proposer is legally qualified to contract with Pinal County; and
 - 4. Whether the bidder or proposer supplied all necessary information concerning its responsibility.
- E. The procurement officer may establish specific responsibility criteria for a particular procurement. Any specific responsibility criteria shall be set forth in the solicitation.
- F. If a procurement officer determines that a bidder or proposer is nonresponsible, the determination shall be in writing and set forth the basis for the determination. A copy of the determination shall be promptly sent to the nonresponsible bidder or proposer. The final determination shall be made part of the procurement file.

PC1-351 BID AND CONTRACT SECURITY

The director may require, in accordance with this code, the submission of security to guarantee faithful bid and contract performance. In determining the amount and type of security required for each contract, the nature of the performance and the need for future protection to Pinal County shall be considered. The requirement for security must be included in the solicitation.

PC1-352 BID AND PERFORMANCE BONDS FOR COMMODITY OR SERVICE CONTRACTS

- A. Bid, performance bonds and/or payment bonds or other security may be required for commodity or service contracts if the procurement officer determines that such requirement is advantageous to Pinal County. The requirement for any such bond shall be included in the solicitation.
- B. Bid, performance bonds, or payment bonds shall not be used as a substitute for a determination of bidder responsibility.
- C. If a bid is withdrawn at any time before bid opening, any bid security shall be returned to the bidder.

PC1-353

COST OR PRICING DATA

- A. The submission of current cost or pricing data may be required in connection with an award in situations in which analysis of the proposed price is essential to determine that the price is reasonable or fair. A contractor shall, except as provided in subsection C, submit current cost or pricing data and shall certify that, to the best of the contractor's knowledge and belief, the cost or pricing data submitted was accurate, complete and current as of a mutually determined specified date before the date of either:
 - 1. The pricing on any contract awarded by competitive sealed proposals or pursuant to the sole source procurement authority, if the contract price is expected to exceed an amount established by the county using agency.
 - 2. The pricing of any change order or contract modification which is expected to exceed an amount established by the procurement officer.
- B. Any contract, change order or contract modification under which a certificate is required pursuant to PC1-355 shall contain a provision that the price to Pinal County shall be adjusted to exclude any significant amounts by which Pinal County finds that the price was increased because the contractor-furnished cost or pricing data was incorrect, incomplete or not current as of the date agreed on between the parties. Such adjustment by Pinal County may include profit or fee.
- C. The requirements of this section need not be applied to contracts:
 - 1. If the contract price is based on adequate price competition.
 - 2. If the contract price is based on established catalog prices or market prices.
 - 3. If contract prices are set by law or regulation.
 - 4. If it is determined in writing in accordance with this code that the requirements of this section may be waived, and the reasons for the waiver are stated in writing.
- D. A change order exceeding an amount or percentage established by this code shall only be executed after it is determined in writing that the change order is advantageous to Pinal County.

PC1-354

SUBMISSION OF COST OR PRICING DATA

- A. Certified cost or pricing data may be requested if the procurement officer determines in writing that:
 - 1. The amount of an original or adjusted price of a contract to be awarded by competitive sealed proposals, emergency procurement or sole source procurement may exceed \$100,000; or

2. The price adjustment of a contract awarded by competitive sealed bidding will result in an increase in cost in excess of \$100,000; or
 3. If submission of cost or pricing data is otherwise advantageous to Pinal County.
- B. Certified cost or pricing data shall be submitted to the procurement officer prior to the commencement of price negotiations at the time and in the manner prescribed by the procurement officer.
 - C. In an emergency, cost or pricing data may be submitted at a reasonable time after the contract is awarded.
 - D. The offeror or contractor shall keep all cost or pricing data submitted current until the negotiations are concluded.
 - E. The director may waive the requirement that cost or pricing data be submitted if such officer determines in writing that the waiver is advantageous to Pinal County.
 - F. A copy of all determinations by the procurement officer or the director that pertain to the submission of cost or pricing data shall be maintained in the contract file.

PC1-355 REFUSAL TO SUBMIT COST OR PRICING DATA

- A. If the contractor fails to submit cost or pricing data in the required form, the procurement officer may reject the offer.
- B. If a contractor fails to submit data to support a price adjustment in the form required, the procurement officer may reject the requested price adjustment and set the amount.

PC1-356 DEFECTIVE COST OR PRICING DATA

- A. The procurement officer may reduce the contract price if, upon a written determination, the cost or pricing data is found to be defective.
- B. The contract price shall be reduced in the amount of the defect plus related overhead and profit or fee if the procurement officer relied upon the defective data in recommending award of the contract.
- C. Any dispute as to the existence of defective cost or pricing data or the amount of an adjustment due to defective cost or pricing data may be appealed as a contract controversy under Article 9. Notwithstanding an appeal, the contract price shall be adjusted.
- D. If certification of current cost or pricing data is required, the awarded contract shall include notice of the right of Pinal County to a reduction in price if certified cost or pricing data is subsequently determined to be defective.

PC1-357 PRICE OR COST ANALYSIS

The Procurement Officer shall conduct a price or cost analysis if submission of price or cost data is required.

PC1-358 APPROVAL OF ACCOUNTING SYSTEM

- A. Except with respect to firm fixed-price contracts, no contract type may be used unless it is determined in writing by the director, the head of the purchasing agency or a designee of either officer that the proposed contractor's accounting system is adequate to document and allocate costs.
- B. Before the award of any contract, except a firm fixed-price contract, the procurement officer shall determine in writing that the proposed contractor's accounting system will permit timely development of all necessary cost data in the form required by the specific contract type contemplated and is adequate to allocate costs.

PC1-359 MULTI-TERM CONTRACTS

- A. Unless otherwise provided by law, a contract for commodities or services may be entered into for a period of time up to five years (including base and renewals), as deemed to be in the best interest of Pinal County, if the term of the contract and conditions of renewal or extension, if any, are included in the solicitation, and monies are available for the first fiscal period at the time of contracting. A contract may be entered into for a period of time exceeding five years in accordance with this code, if the director determines in writing that such a contract would be advantageous to Pinal County. Payment and performance obligations for succeeding fiscal periods are subject to the availability and appropriation of monies.
- B. Before the use of a multi-term contract, it shall be determined in writing that:
 - 1. Estimated requirements cover the period of the contract and are reasonable and continuing.
 - 2. Such a contract will serve the best interest of Pinal County by encouraging effective competition or otherwise promoting economies in Pinal County procurement.
- C. If monies are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period, the contract shall be canceled and the contractor may only be reimbursed for the reasonable value of any nonrecurring costs incurred, but not amortized in the price of the materials or services delivered under the contract or which are otherwise not recoverable. The cost of cancellation may be paid from any funds available for such purposes.

PC1-360 RIGHT TO INSPECT PLANT

The County may inspect the part of the plant or place of business of a contractor or subcontractor which is related to the performance of any contract awarded or to be awarded by Pinal County.

PC1-361 RIGHT TO AUDIT RECORDS

- A. The County may, at reasonable times and places, audit the books and records of any person who submits cost or pricing data or is awarded a cost reimbursement contract as provided in PC1-354, to the extent that the books and records relate to the cost or pricing data. Any person who receives a contract, change order or contract modification for which cost or pricing data is required shall maintain the books and records that relate to the cost or pricing data for five years from the date of final payment under the contract, unless a different period is required.
- B. The County is entitled to audit the books and records of a contractor or any subcontractor under any contract or subcontract to the extent that the books and records relate to the performance of the contract or subcontract. The books and records shall be maintained by the contractor for a period of five years from the five years from the date of final payment under subcontract, unless a different period is required.

PC1-362 REPORTING OF ANTICOMPETITIVE PRACTICES

- A. If for any reason collusion or other anticompetitive practices are suspected among any bidders or proposers, a notice of the relevant facts shall be transmitted to the director and to the State Attorney General. This section does not require a law enforcement agency conducting an investigation into such practices to convey such notice to the director.
- B. Upon submitting a bid or proposal, the bidder must certify that its submission did not involve collusion or other anticompetitive practices.

PC1-363 RETENTION OF PROCUREMENT RECORDS

All procurement records shall be retained and disposed of in accordance with records retention guidelines and schedules approved by the State of Arizona Department of Library, Archives, and Public Records.

PC1-364 PROCUREMENT OF INFORMATION SYSTEMS AND TELECOMMUNICATION SYSTEMS

- A. Notwithstanding the criteria for contract award prescribed in PC1-315, a contract for information systems or telecommunication systems shall be awarded to the lowest responsible and responsive bidder whose bid conforms in all material respects to the requirements and criteria set forth in the invitation for bids, which shall include as price evaluation criteria the total life cycle cost and application benefits of the information systems or telecommunication systems to the using agency. No factors or criteria, other than those set forth in the invitation for bids,

may be used in the evaluation of bids for information systems or telecommunication systems. Procedures for awarding contracts for information systems or telecommunications systems pursuant to this subsection shall be the same as those prescribed in PC1-315.

- B. Notwithstanding the criteria for contract award prescribed in PC1-328, a contract for information systems or telecommunications systems shall be awarded to the responsible proposer whose proposal is determined in writing to be the most advantageous to Pinal County, taking into consideration the evaluation factors set forth in the request for proposals, which shall include as evaluation factors the total life cycle cost and application benefit of each proposal. No factors or criteria, other than those set forth in the request for proposals, may be used in the evaluation of proposals for information systems or telecommunications systems. Procedures for awarding a contract for information systems or telecommunication systems pursuant to this subsection shall be the same as those prescribed in PC1-328.
- C. Notwithstanding subsections A and B of this section, when utilizing an existing requirements contract for one or more similar systems under this section that is awarded to more than one offeror for information or telecommunications systems, before a using agency acquires such a system, it shall take into account the total life cycle cost and application benefit of the systems in the manner that the total life cycle cost and application benefit are taken into account under subsections A and B.
- D. The Procurement Officer need not use all of the above referenced evaluation criteria if the Procurement Officer makes a written determination to the procurement file that it has been determined the use of the specified evaluation criteria is not in the best interest of the County provided that all evaluation criteria set forth in the invitation for bids shall be used and that the same evaluation criteria shall be used in the evaluation of all bids or proposals in response to the same invitation.

PC1-365

PROCUREMENT OF EARTH MOVING, MATERIAL HANDLING, ROAD MAINTENANCE AND CONSTRUCTION EQUIPMENT: DEFINITIONS

- A. Notwithstanding the criteria for contract award prescribed in PC1-315, a contract for earth moving, material handling, road maintenance and construction equipment shall be awarded to the lowest responsible and responsive bidder whose bid conforms in all material respects to the requirements and criteria set forth in the invitation for bids which shall include as price evaluation criteria the total life cycle cost including residual value of the earth moving, material handling, road maintenance and construction equipment and such other additional evaluation factors set forth in the invitation for bids. No factors or criteria may be used in the evaluation of invitation for bids for earth moving, material handling, road maintenance and construction equipment, other than those specified in the invitation for bid. Additional evaluation factors shall include, to the extent practicable, outright purchase. The contract award shall be based on the price evaluation criteria deemed by Pinal County to be most advantageous to the County. Procedures for awarding contracts for earth moving, material handling,

road maintenance and construction equipment pursuant to this subsection shall be the same as those prescribed in PC1-315.

- B. Notwithstanding the criteria for contract award prescribed in PC1-328, a contract for earth moving, material handling, road maintenance and construction equipment shall be awarded to the responsible proposer whose proposal is determined in writing to be the most advantageous to Pinal County. The evaluation factors set forth in the request for proposals shall include the total life cycle cost including residual value and such other additional evaluation factors set forth in the request for proposals. No factors or criteria may be used in the evaluation of proposals for earth moving, material handling, road maintenance and construction equipment, other than those specified in the request for proposal. Additional evaluation factors set forth in the request for proposals shall include, to the extent practicable, outright purchase. The contract award shall be based on the price evaluation criteria deemed by Pinal County to be most advantageous. Procedures for awarding a contract for earth moving, material handling, road maintenance and construction equipment pursuant to this subsection shall be the same as those prescribed in PC1-328.
- C. The Procurement Officer may issue a request for information to obtain data about services or commodity available to meet a specific need. Adequate public notice shall be given as specified in PC1-315.C.
- E. The Procurement Officer need not use all of the above referenced evaluation criteria if the Procurement Officer makes a written determination to the procurement file that it has been determined the use of the specified evaluation criteria is not in the best interest of the County provided that all evaluation criteria set forth in the invitation for bids shall be used and that the same evaluation criteria shall be used in the evaluation of all bids or proposals in response to the same invitation.

PC1-366 REQUEST FOR INFORMATION

A procurement officer may issue a request for information to obtain price, delivery, technical information or capabilities for planning purposes.

- A. Responses to a request for information are not offers and cannot be accepted to form a binding contract.
- B. To the extent allowed by law, information contained in a response to a request for information be considered confidential until the procurement process is concluded or two years, whichever occurs first.
- C. There is no required format to be used for requests for information.

PC1-367 GENERAL SERVICES ADMINISTRATION CONTRACTS

Notwithstanding PC1-315 and PC1-328, the director or the director's designee may evaluate general services administration contracts for materials and services. The director or the director's designee may authorize a purchasing agency to make purchases under a contract approved by the director or the director's designee without

complying with the requirements prescribed in PC1-315 or PC1-328 if the director or the director's designee determines all of the following apply:

1. The price is equal to or less than the contractor's current federal supply contract price.
2. The contractor has indicated in writing that the contractor is willing to extend the current federal supply contract pricing, terms and conditions.
3. The purchase order adequately identifies the federal supply contract on which the order is based.
4. It is cost-effective and in the best interests of this county.

PC1-368 CONFERENCE FACILITIES AND SERVICES UNDER \$10,000

Conference facilities and services will be the least expensive available in the geographic area selected taking into consideration meeting room size, accommodations, related services and other requirements. Using Agencies must use adequate and reasonable competition and must document the basis for their selection to facilitate auditing of expenditures.

PC1-369 PUBLIC-PRIVATE PARTNERSHIP CONTRACTS

- A. A public-private partnership contract is a government contract and not a partnership. The government shall not jointly own or share property with the contractor and the government shall not be responsible for the contractor's liabilities.
- B. Using Agencies shall submit a written request to the director to enter into a public-private partnership. The written request shall contain the following:
 1. Name of department;
 2. Name of contractor;
 3. Description of the public-private partnership, including obligations of the County and the contractor;
 4. Statement and explanation that the project is in the best interest of the County;
 5. Proposed contract price and assessment of the proposed value;
 6. Description of the proposed performance measurement criteria and methods;
 7. Duration of the project; and
 8. Proposed contract terms and conditions.
- C. Using Agencies shall obtain approval from the director before proceeding with a public-private partnership. The director shall:
 1. Issue written approval, with any conditions or restrictions;
 2. Request additional information from the Using Agency; or
 3. Deny the request.
- D. If the request is approved, the contract shall be awarded in accordance with PC1-315, PC1-328, PC1-339, PC1-340, PC1-341, or PC1-343.

COMPETITIVE SELECTION PROCEDURES FOR TRAVEL AND TRAVEL RELATED SERVICES.

- A. The following travel and travel related services are exempt from the competitive procurement procedures as provided in PC1-315 and PC1-328.
 - 1. Airline Tickets
 - 2. Automobile Rental
 - 3. Hotel/Motel Accommodations
- B. Travel and travel related services defined above shall be procured using the Internet or a Travel Agency to obtain the lowest available fare/rate meeting the using agency requirements. User agencies must use adequate and reasonable competition and must document the basis for their selection to facilitate auditing of expenditures.