



Madison County
Finance Department

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**The "Do's" and
"Don't's" of Purchasing**

"Do's"

Do submit a bid once funding is in place, or approved.

Do include any and all information you want included in the RFP in your specs.

Do include "terms" in your specs if you wish the bid to be for more than one year or have renewal options.

Do provide plenty of time when submitting an RFP request to Purchasing.

If questions are submitted by a prospective bidder to Purchasing, **do** make sure to have answers/responses back to Purchasing in a timely fashion so that an addendum can be done.

After a bid has been opened, **do** have an acceptance/rejection recommendation within 7 days.

"Don't's"

Don't submit a request for an RFP to be done, if funding is not already approved or in place.

Don't submit a request for an RFP to be written up, if you don't have specs or corresponding information to go with it.

Don't wait until the last minute to submit a bid request. With other job responsibilities that Purchasing has, it can take several days to get an RFP completed and posted on the County website.

Don't include any contact information in your bid packet specs and **don't** speak with any prospective bidders once a bid has been posted. Purchasing has contact information in the bid packet, so if a prospective bidder has any questions, can contact Purchasing and provide their questions. Purchasing will contact the appropriate department to get answers to the submitted questions, and if an addendum is necessary, one will be worked up and posted on the County website, so that answers will be available to all prospective bidders.

Don't take more than 7 days to make a bid selection/rejection. Funding can sometimes be "time-sensitive", and bidders may have other jobs going on or other job opportunities, so the quicker a selection/rejection is made, the quicker the job/services can be started/provided and completed.