

## **CONVERSE COUNTY, WYOMING BID PROCESSES AND CONTRACTS**

Converse County rarely has construction, building or other large projects that have a significant cost; therefore, out-of-state companies looking to be put on a bid list or to contract with the County, would have very few opportunities to provide services or products. However, any individual or business that wishes to submit their company's products or services, may do so by mailing the information to the Board of County Commissioners, 107 N 5<sup>th</sup> St, Suite 114, Douglas, WY 82633-2448. Inquiries can also be directed to the County Clerk at 307-358-2244 or email: CountyClerk@conversecounty.org

### **What is required by State law:**

- Wyoming Statute 15-1-113 applies to municipalities and joint powers boards (not counties). It requires bidding contracts for public improvement if the contract exceeds \$20,000.
- Wyoming Statute 24-1-132 applies to county bridgework. Projects must be competitively bid when the estimated cost exceeds a defined amount. There are also design requirements.
- Wyoming Statute 18-6-201, construction of a county jail, requires competitive bids or alternate delivery methods as per Wyoming Statute 16-6-701 through 708.
- Wyoming Statute 16-6-101 through 107 defines the bidding process for public works and public facilities. It also spells out preferential treatment for Wyoming contractors and materials. For example, if a county does not advertise for bids, the contract shall be let to a resident of the state.

### **Commonly used bid practices:**

- Request for Proposals (RFP): An invitation for providers of a product or service to bid on the right to supply that product or service to the entity that issued the RFP. The RFP is normally used for the following services: engineering, architectural design/building, surveying, plans/studies, etc. The contract award is often based on cost, but also on demonstrated capability, timeliness and quality of the proposed product.
- Invitation for Bids (IFB): An invitation for offers under sealed bidding. An IFB is similar to a RFP, but often with a more specific application area. The IFB is used for facility construction, road construction and often for high value equipment purchases. Cost usually drives the contract award. Product should be consistent for each bid; i.e., specifications are to be developed and issued to prospective bidders.
- Recommend the bid process comply with Wyoming Statute 16-6-101 through 107.