

**Follow Up to March 27, 2018 Questions  
from Board Members Regarding Bids to Include Local Vendors**

**re: Bids on Vehicles**

**Question:**

The Board requested information on the cost of issuing a solicitation for the procurement of vehicles.

**Answer:**

The best estimate for issuing a normal solicitation is \$7,500.00. This estimate includes the cost of the required statutory legal notice and time for the Purchasing Department staff and user department staff to investigate options, prepare specifications, issue the solicitation, attend pre-proposal meetings, monitor solicitation to answer questions and ensure vendor activity, evaluate responses, conduct interviews, prepare and review board agendas, send award/non-award notifications, create the requisition, process the order and create the contract in the electronic procurement system.

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