

- Prepare and solicit bids for all purchases and dispositions where bidding is required by the statutes, including publishing legal notices, as required.

19 O.S. § 1501(B)

NOTE:

The county purchasing agent shall have the authority to use electronic methods for solicitation, notification, and other purchasing processes. Counties shall have the authority to conduct a procurement transactions by electronic means subject to the provisions of the Uniform Electronic Transactions Act.

19 O.S. §
1500.1(B)(C)

12A O.S.
§ 15-102 et seq

Bids on advertised bid requests are solicited on [SA&I Form No. 4040, Invitation to Bid](#). The noncollusion affidavit on the back side of this form must be completed before any bid can be accepted. In those cases where the description is contained on lengthy specification sheets, enter “See attached specification sheets” under “Description.”

19 O.S. § 1505(B)(2)

NOTE:

If the vendor has its own bid forms and chooses not to use the [Invitation to Bid](#) form, [SA&I Form No. 425, Affidavit for Filing with Competitive Bid](#) may be used for the noncollusion affidavit.

- Forward the bids, unopened, to the County Clerk who presents them to the Board of County Commissioners to open at an open meeting.
- Notify successful vendors of bid acceptance.
- Solicit telephone quotes of prices in cases where vendors have not submitted bids. The Purchasing Agent records these quotes on [SA&I Form No. 1-4046, Vendor Telephone Quote Sheet](#).
- At least three quotes are required, unless circumstances make it impossible. In such cases, documentation is required.

19 O.S. § 1505(B)

19 O.S. § 1505(B)(6)