

Colfax Township Board
C/O Marjorie E. Richardson
Box 199 Madison Road
Walkerville, Michigan 49459

Be it resolved, that the Colfax Township Board shall solicit sealed bids for all contracts for which the township board anticipates a total township obligation of \$20,000.00 or more. The requirement for sealed bids shall not apply to intergovernmental contracts, contracts for professional services, or contracts for emergency repairs. At such time as the solicitation of bids is authorized by the township board, the board shall determine if the authority to award a bid shall be delegated to a named official, or if the board reserves to itself the authority to award the bid.

When sealed bids are required, a Request for Bids shall be developed by the Township Board/Clerk as deemed necessary, which shall be approved by the Township Board. The Request for Bids shall require interested bidders to provide the following information as appropriate:

- description of service or goods desired
- desired delivery date or commencement date
- desired termination date
- bidder's qualifications
- warranties
- references
- Performance bonds
- acquisition cost, fees, or other township financial obligation.

The Request for Bids shall also indicate the following information:

- deadline to submit bids
- date, time, and place that bids will be publicly opened
- address to which bids are to be submitted.

All requests for bids shall include a statement that the Colfax Township Board reserves the right to accept or reject any or all bids, to waive informalities or errors in the bidding process, and to accept any bid deemed to be in the best interest of the township, including bids that are not for the lowest amount.

Sealed bids shall be submitted to the Colfax Township Clerk by a date and time specified, and shall be marked on the outside "sealed bid for (indicate goods or services)". The Colfax Township Clerk shall publicly open all bids submitted at the date and time indicated on the request for bids. All bidders shall be notified of the contract award in a timely manner.

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Colfax Township Board, County of Oceana, Michigan, at a meeting held on March 22, 1994.

Attested to by: *Marjorie E. Richardson*