



SOLICITATION DEADLINE EXTENSION AND NOTICE REQUIREMENT POLICY

DETERMINATION AND AUTHORITY

Williamson County Commissioners Court has the discretion to extend a solicitation deadline to best serve the interest of the county. Approval of this policy by the Commissioners Court delegates the authority to issue a solicitation deadline extension to the Purchasing Agent and the Purchasing Agent's assistants.

Solicitation deadline extensions are issued to enhance competition and provide a fair and favorable environment for suppliers to submit a response. With this goal in mind, if a situation warrants a deadline extension, it shall be granted. The acceptable reasons for a deadline extension are outlined herein. Documentation shall be kept on file noting the reason for the extension. Documentation must contain the approval of the Purchasing Agent or Deputy Purchasing Agent.

All supplier responses, including those received prior to an extension being made, shall all be opened at the same time.

NOTICE REQUIREMENT

A notice of a proposed purchase deadline extension must be published at least once a week for two consecutive weeks in a newspaper of general circulation in the county, with the first day of publication occurring at least 14 days before the date of the bid opening. Advertisements shall run on Sundays.

REASONS FOR EXTENSION

Solicitation Deadline Extension Reason(s) Code Chart

1. Change or clarification in specification	1A. Substantive change in specification provided by Williamson County End User
2. Administrative	2A. Change in process, staffing or other administrative issue necessitates an extension
3. Emergency/natural disaster	3A. Emergency or natural disaster may prevent regional suppliers from submitting a response and prevent county staff from being able to participate in the solicitation administration

PROCESS

Purchasing staff shall complete the Solicitation Deadline Extension Approval form, obtain the required signatures, place the notice as required, adjust the deadlines in the electronic bidding platform, and keep documentation of the extension approval in the solicitation archive files.

Sec. 262.26 OPENING OF BIDS. (a) The county official who makes purchases for the county shall open the bids on the date specified in the notice. The date specified in the notice may be extended if the commissioner court determines that the extension is in the best interest of the county. All bids, including those received before an extension is made, must be opened at the same time. The commissioners court may adopt an order that delegates the authority to make extensions under this subsection to the county official who makes the purchases for the county.