The Guide to Public Purchasing provides a general guide to Indiana’s public procurement laws – specifically those statutes governing the purchase of goods and services. The Guide is intended to provide Aim members with a basic understanding of the procedures surrounding purchasing.

RELEASED FEBRUARY 2024
# TABLE OF CONTENTS

## Disclaimer

Introduction ................................................................................................................. Page 2

### Public Purchasing [IC 5-22-1 et seq.]

- Application of Purchasing Requirements [IC 5-22-1] ........................................... Page 2
- Definitions Applicable to Public Purchasing [IC 5-22-2] ........................................... Page 3
- General Provisions Applicable to All Purchases [IC 5-22-3] ....................................... Page 4
- Specifications for Purchasing [IC 5-22-5] ............................................................... Page 4
- Purchasing Organizations [IC 5-22-4] .................................................................... Page 5
- Purchase of Services [IC 5-22-6] ........................................................................... Page 5

### Methods for Purchasing Supplies [IC 5-22-7 through IC 5-22-10]

- Exceptions to General Requirements for Purchasing [IC 5-22-11 through IC 5-22-14] ........................................ Page 5
- Purchasing Preferences [IC 5-22-15] ..................................................................... Page 6
- Product Preferences ................................................................................................ Page 7
- Price Preferences .................................................................................................... Page 7
- Prohibited Purchases [IC 5-22-15-24] .................................................................... Page 8

### Other Purchasing Procedures

- Requests for Proposals [IC 5-22-9] ....................................................................... Page 8
- Special Purchasing Methods [IC 5-22-10] .............................................................. Page 9
- Cooperative Purchasing [IC 36-1-7-1] ................................................................... Page 9
- Collection and Disposal of Solid Waste [IC 36-9-30] ............................................. Page 10
- Miscellaneous General Requirements for Public Purchasing ................................. Page 10

### Cases

- Cases Interpreting Public Purchasing Statutes ....................................................... Page 11

### Appendices

- Appendix A: “Rule” Making Authority [IC 5-22] .................................................... Page 12
- Appendix B: Sample Ordinances Creating and Designating Purchasing Agency and Agents ................................................................. Page 14
- Appendix C: Sample Ordinances Approving Certain Advance Payments ............... Page 14
- Appendix D: Form of Purchasing Rules or Policies That May Only Be Adopted By the Common Council or Town Council (Or Another “Governmental Body”) .......................................................... Page 17
- Appendix E: Form of Purchasing Policies That May Be Adopted By The Purchasing Agency .......................................................... Page 19
- Appendix F: Forms and Checklists.......................................................................... Page 21
  - Index of Specifications ....................................................................................... Page 21
  - Register of Proposals ....................................................................................... Page 22
  - Special Purchase Contract File ....................................................................... Page 23
  - Checklist for Invitation for Bids ..................................................................... Page 24
  - Non-Collusion Affirmation ............................................................................. Page 25
  - Form for Offer or Proposal .......................................................................... Page 26
  - Bid Record for Invitation for Bids ................................................................. Page 27
Disclaimer

These materials are intended for general information purposes only and do not constitute legal advice. The materials should not be used or relied upon as a substitute for a review of applicable statutes, regulations, rulings, and court decisions. The reader should consult legal counsel to determine how laws apply to specific situations. These materials were prepared in February 2024, and, consequently, will not reflect changes in law after that date.

Introduction

The purpose of this publication is to provide a general guide to Indiana’s public procurement laws - specifically - those statutes governing the purchase of goods and services. It is intended to provide readers with a basic understanding of the procedures surrounding purchasing. It is not intended to be an exhaustive review of applicable statutes and case law and should not replace consultation with local counsel as to how the law will apply to any specific situation.

This publication is intended for use by Indiana’s cities and towns, and for special purpose entities such as park districts, redevelopment districts, and storm water districts established by individual municipalities. It is not intended for use by counties, townships, school corporations, or other political subdivisions, although much of the information provided is applicable to those governmental entities. The State of Indiana is governed by some of these provisions, but also has specific legislation in some situations.

Public Purchasing [IC 5-22-1 et seq.]

Application of Purchasing Requirements [IC 5-22-1]
The statutes governing public purchasing apply to every expenditure of public funds by a governmental body, except for the following entities and activities.

<table>
<thead>
<tr>
<th>Exempt Entities</th>
<th>Exempt Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>A body corporate and politic established by the Indiana General Assembly. (NOTE: they must comply with purchasing preferences)</td>
<td>Contract between governmental bodies, other than a contract authorized under the statute.</td>
</tr>
<tr>
<td>Local hospital authority (IC 5-1-4)</td>
<td>Public works project</td>
</tr>
<tr>
<td>Municipality owned utility (IC 8-1-11.1 or IC 8-1.5)</td>
<td>Collective bargaining agreement between a governmental body and its employees</td>
</tr>
<tr>
<td>County hospitals (IC 16-22-1 through IC 16-22-5; IC 16-22-8 (Health &amp; Hospital Corporation of Marion County); IC 16-23-1 (municipal hospitals))</td>
<td>Employment relationship between a governmental body and its employees</td>
</tr>
<tr>
<td>Certain library boards (IC 36-12-3-16(b))</td>
<td>Investment of public funds</td>
</tr>
<tr>
<td>Local housing authority (IC 36-7-18)</td>
<td>Contract with a body corporate and politic</td>
</tr>
<tr>
<td>Tax exempt Indiana nonprofit corporations leasing and operating a city market owned by a political subdivision</td>
<td>Contract for solid waste collection or disposal</td>
</tr>
<tr>
<td>Person paying for a purchase or lease with funds other than public funds</td>
<td></td>
</tr>
<tr>
<td>Person entered into a public-private agreement (IC 5-23)</td>
<td></td>
</tr>
<tr>
<td>Municipality operating municipal facilities used for the collection, treatment, purification, and disposal in a sanitary manner of liquid and solid waste, sewage, and industrial waste</td>
<td></td>
</tr>
</tbody>
</table>
Definitions Applicable to Public Purchasing [IC 5-22-2]
The public purchasing statutes employ a number of defined terms with which municipal officials should become familiar. Some of these terms have ordinary, commonly understood meanings, while other terms have meanings specific to the purchasing statutes. Whenever the word is used it has all of the meanings noted in the definition.

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Purchase</strong></td>
<td>Purchase includes buy, procure, rent, lease, or otherwise acquire. The term includes:</td>
</tr>
<tr>
<td></td>
<td>* A description of requirements (specifications, delivery terms, etc.);*</td>
</tr>
<tr>
<td></td>
<td>* Solicitation or selection of sources from which purchase will be made;</td>
</tr>
<tr>
<td></td>
<td>* Preparation and award of the purchase contract;</td>
</tr>
<tr>
<td></td>
<td>* All phases of contract administration; and</td>
</tr>
<tr>
<td></td>
<td>* All functions that pertain to purchasing (whatever that means).</td>
</tr>
<tr>
<td></td>
<td>* This would include a trade-in or warranty work requirements.</td>
</tr>
<tr>
<td><strong>Solicitation</strong></td>
<td>Solicitation means the procedure by which a governmental body invites persons to submit an offer to enter into a contract with the governmental body for the purchase or sale of supplies by the governmental body. It includes an invitation for bids, a request for proposals, and a request for quotes.</td>
</tr>
<tr>
<td><strong>Offer</strong></td>
<td>Offer means a response to a solicitation. It includes a bid, proposal, and quote.</td>
</tr>
<tr>
<td><strong>Governmental Body</strong></td>
<td>Governmental body means an agency, a board, a branch, a bureau, a commission, a council, a department, an institution, an office, or another establishment of a political subdivision.</td>
</tr>
<tr>
<td></td>
<td>* While a city or a town is a political subdivision, so is a redevelopment district, park district, stormwater district, and waterworks district.</td>
</tr>
<tr>
<td></td>
<td>* For instance, a governmental body may be the council, the board of works or the utility services board for the city or town itself.</td>
</tr>
<tr>
<td></td>
<td>* A governmental body may be the redevelopment commission, the park board, or the stormwater board.</td>
</tr>
<tr>
<td><strong>Political Subdivision</strong></td>
<td>Political subdivision means municipal corporation or special taxing district. The term includes a city or town, redevelopment district, park district and other special districts.</td>
</tr>
<tr>
<td><strong>Purchasing Agency</strong></td>
<td>Purchasing agency is a governmental body that is authorized to enter into contracts by the purchasing statutes, by “rules” adopted by the governmental body, or another law.</td>
</tr>
<tr>
<td></td>
<td>* The purchasing agency for the municipality itself could be the board of works, the utility services board, or the council. A municipality could decide to have all of them serve as separate purchasing agencies.</td>
</tr>
<tr>
<td></td>
<td>* The purchasing agency could be the department of redevelopment, the parks department, etc.</td>
</tr>
<tr>
<td><strong>Purchasing Agent</strong></td>
<td>Purchasing agent is a person authorized by a purchasing agency to act as an agent for the purchasing agency in the administration of the duties of the purchasing agency.</td>
</tr>
<tr>
<td><strong>Rule</strong></td>
<td>Rule refers to an order, an ordinance, a resolution, or another procedure by which the governmental body is authorized by law to adopt a policy that has the force and effect of law.</td>
</tr>
<tr>
<td></td>
<td>* For the city or town, a “rule” will generally be an ordinance.</td>
</tr>
<tr>
<td></td>
<td>* For a redevelopment district, park district, or other special purpose entity, a “rule” will generally be a resolution.</td>
</tr>
<tr>
<td><strong>Policy</strong></td>
<td>Policy means a written statement of purchasing procedures or purposes that does not have the force and effect of law, whether it is adopted by a governmental body or a purchasing agency.</td>
</tr>
<tr>
<td><strong>Responsive</strong></td>
<td>Responsive bidder/quoter/offeror is a person who has submitted a bid, quote or offer conforming in all material respects to the specifications.</td>
</tr>
<tr>
<td><strong>Responsible</strong></td>
<td>Responsible bidder/quoter/offeror is a person who is capable of performing the requirements fully and who has the integrity and reliability that will assure good faith performance of the contract.</td>
</tr>
</tbody>
</table>
**Services**

Services means the furnishing of labor, time, or effort by a person, not involving the delivery of specific supplies other than printed documents or other items that are merely incidental to the required performance.

**Supplies**

Supplies means any property. The term includes equipment, goods, and materials. The term does not include an interest in real property.

**General Provisions Applicable to All Purchases [IC 5-22-3]**

- All parties must act in good faith.
- Governmental body may comply with the terms and conditions of a gift if noncompliance with those terms and conditions would invalidate the gift.
- Governmental body may adopt rules which may supplement but may not be inconsistent with IC 5-22.
- Purchasing agency of a governmental body may establish written policies and procedures which may supplement IC 5-22 or rules adopted by the governmental body but may not be inconsistent with IC 5-22 or rules adopted by a governmental body.
- Requirements that notices or other materials be sent by mail may be sent by electronic means if:
  - A rule adopted by the governmental body;
  - A policy adopted by a purchasing agency; or
  - A solicitation;
- contains information concerning the use of electronic means and the electronic means is at least as secure as mail and is otherwise consistent with the statute.
- A governmental body may accept offers by facsimile or means of electronic communication if the purchase solicitation includes information on electronic submission of offers and the facsimile machine, electronic mail or other electronic means has a security feature that provides the contents of the offer the same degree of protection as an offer not submitted by electronic means.
- An offeror has no property interest in a purchase contract until the contract is awarded and is completely executed.
- An offer made by a trust must list each beneficiary and each settler empowered to revoke or modify the trust.
- A governing body may not award or renew a contract for the purchase of supplies or services with a person who is on the Indiana Department of Administration’s list of persons engaged in investment activities in Iran unless the mayor or town council president makes a written finding that the governmental body would be unable to obtain the supplies or services for which the solicitation is made unless a contract is awarded to the person.

**Specifications for Purchasing [IC 5-22-5]**

- A governing body may adopt rules or establish policies for the preparation, maintenance, and content of specifications for purchases.
- The purchasing agent shall prepare, issue, revise, maintain, and monitor the use of specifications. An indexed file of specifications shall be maintained.
- Specifications must promote overall economy for the purposes intended and encourage competition in satisfying the governmental body’s needs.
- If the development of specifications by the governmental body is not feasible, the purchasing agent may issue a public request for specifications if:
  - The purchasing agent gives written notice that it is not feasible; and
  - The executive of the governmental body approves the issuance of the request for specifications.
- The request for specifications must be published two times, at least one week apart, with the second publication at least seven days before the response to the request for proposal is due, in accordance with IC 5-3-1.
- The request must include:
  - The factors or criteria that will be used to evaluate the proposed specifications;
  - The relative importance of evaluation factors; and
  - Whether discussions may be conducted with persons proposing specifications to clarify the specification requirements.
- If provided for in the request for specifications, the purchasing agent may discuss proposed specs with those who submitted proposals. All persons submitting proposals must be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposed specifications.
Purchasing Organizations [IC 5-22-4]

- The “purchasing agency” for a political subdivision is the governmental body, board, or department designated by law or by rule of the governmental body. (IC 5-22-4-5(a))
- The individuals designated by the purchasing agency are the “purchasing agents” for the governmental body. (IC 5-22-4-5(b))
- A purchasing agency may have more than one purchasing agent. (IC 5-22-4-6)
- A governmental body may enter into an agreement with other governmental bodies under the Interlocal Cooperation Act (IC 36-1-7) to establish a cooperative purchasing organization. (IC 5-22-4-7)

Purchase of Services [IC 5-22-6]

- The purchasing agency of a governmental body may purchase services using any procedure the governmental body or the purchasing agency of the governmental body considers appropriate.
- A governmental body may adopt rules governing the purchase of services for the governmental body.
- The purchasing agency of a governmental body may establish policies regarding the purchase of services for the governmental body.

Methods for Purchasing Supplies [IC 5-22-7 through IC 5-22-10]

All purchases of supplies must be bid unless another method or procedure is available. (IC 5-22-7-1) Purchases may not be artificially divided so as to constitute a small purchase. (IC 5-22-8-1) The following table outlines the general process for each price category:

<table>
<thead>
<tr>
<th>Purchases</th>
<th>No quote or bid process required [IC 5-22-8]</th>
</tr>
</thead>
<tbody>
<tr>
<td>$&lt; 50,000</td>
<td>If the small purchase rules or policies have been adopted by the governmental body or the purchasing agency, the purchasing agent may make a purchase of less than $50,000 without requesting bids or quotes, if the municipality has adopted small purchase rules or policies. If the municipality has not adopted small purchase rules or policies, purchasing agent must issue invitation for bids.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Purchases Between $50,000 - $150,000</th>
<th>Quotes process required [IC 5-22-8]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchasing agent may purchase supplies by inviting quotes from at least three persons known to deal in the lines or classes of supplies to be purchased. Invitations to quote shall be mailed at least seven days before time fixed for receiving quotes. If a satisfactory quote is received, purchasing agent shall award a contract to the lowest responsive and responsible quoter. All quotes may be rejected. If no quotes are received from a responsible and responsive quoter, the purchasing agent may purchase supplies using the methods outlined for “special purchases”.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Purchases &gt; $150,000</th>
<th>Sealed Competitive bid process [IC 5-22-7]</th>
</tr>
</thead>
<tbody>
<tr>
<td>For purchases greater than $150,000, the sealed competitive bid process must include: Invitation for bids that includes purchase description, all contractual terms and conditions, statement of evaluation criteria, time and place for opening bids, financial proof requirements, and a statement on conditions under which a bid may be canceled or rejected in whole or in part. Invitation to bid must comply with public notice requirements. (IC 5-3-1) Notice must be published twice, published at least one week apart, with the second notice published at least seven days prior to deadline for receiving bids. The purchasing agency may provide electronic access to the notice through any electronic means available to the municipality. Bids must be opened publicly, in the presence of one or more witnesses. A contract must be awarded with reasonable promptness by written notice to the lowest responsive and responsive bidder. Bids may not be changed substantively after they have been submitted (in price or other provisions). The purchasing agency must maintain the name of each bidder and the bid amount and such other information required by state law or local rules for public inspection after the award.</td>
<td></td>
</tr>
</tbody>
</table>

Exceptions to General Requirements for Purchasing [IC 5-22-11 through IC 5-22-14]

The Indiana Code provides that purchases by a governmental body from certain entities are exempt from the general requirements of IC 5-22. These exceptions include the following entities.
Department of Correction [IC 5-22-11]
A governmental body shall purchase from the department of correction supplies and services produced or manufactured by the department, as listed in the department’s printed catalog unless:
  • The supplies and services cannot be furnished in a timely manner;
  • The supplies and services do not meet the specifications and needs of the purchasing governmental body; or
  • Cannot be purchased at a fair market price.

Purchase of Rehabilitation Center Products [IC 5-22-12]
A governmental body shall purchase articles produced by the rehabilitation center and listed in its catalogue, unless:
  • Similar articles are produced by the governmental body;
  • Do not meet the specifications and needs of the governmental body;
  • Are not offered at a fair market price; or
  • The governmental body receives a written statement from the bureau that it cannot furnish the article.

Purchases From Qualified Nonprofit Agencies for Persons With Severe Disabilities [IC 5-22-13]
A governmental body may purchase from qualified nonprofit agencies for persons with severe disabilities supplies and services produced or manufactured by the agency without advertising for bids.

Small Business Set Aside Purchases [IC 5-22-14]
A governmental body may establish a small business set aside program to set aside a portion of its purchases for bidders/quoters/offerors that are small businesses. A small business is independently owned and operated, not dominant in its field of operation and satisfies the criteria for a small business or a veteran owned small business concern in the rules adopted by the governmental body.

A governmental may adopt rules body to create a small business set aside program. The rules must include criteria to determine whether a bidder or an offeror is a small business. In establishing criteria, the rules may use any standards established for determination of small business status that are used by an agency of the federal government. A governmental body may also receive assistance from the Indiana economic development corporation to establish criteria or to implement the rules.

The rules adopted by a governmental body may consider the number of employees employed by an offeror and the dollar volume of the offeror’s business. The rules must provide that when computing the size of an offeror, the annual sales, and receipts of the offeror and all of its affiliates must be included.

The rules must include the following basic criteria:
  • A wholesaler is eligible if sales are less than $4 million annually;
  • A retail business is eligible if annual sales and receipts are less than $500,000; and
  • A manufacturing business eligible if fewer than 100 employees.

A small business set-aside designation must be made before the solicitation is issued and the public notice for the purchase must indicate that the purchase is a small business set-aside. If a purchase is designated as a small purchase set-aside, the solicitation must be limited to small businesses. A contract must be awarded to the lowest responsible and responsive offerer among the small businesses.

Purchasing Preferences [IC 5-22-15]
The Indiana Code outlines certain price preferences that shall be given to certain offerors. Offerors (persons submitting a proposal or being considered for a purchasing contract) are allowed to claim only one preference and must indicate in the offer what supply item in the offer is a preferred supply.

A purchasing agent shall award a contract to the offeror whose total adjusted offer is lower than the total adjusted offer of each other offeror, as long as it meets the other requirements set forth in the Indiana Code as the “best bidder” or “most responsible and responsive bid”. A governmental body may adopt rules to implement price preferences.
Product Preferences

Steel Manufactured in the United States [IC 5-22-15-25]
A solicitation must require that if any steel products are used in:
- The manufacture of the supplies required under the contract; or
- Supplies used in the performance of the services under the contract by the contractor or a subcontractor of the contractor;
the steel products must be manufactured in the United States, unless the head of the purchasing agency makes a written determination that:
- The cost of the contract requiring the use of steel manufactured in the U.S. would be more than 115% of the cost of the contract otherwise; and
- Failing to require the use of steel manufactured in the U.S. would not in any way:
  o Harm the business of a facility that manufactures steel products in Indiana; or
  o Result in the reduction of employment or wages and benefits of employees of a facility that manufactures steel products in Indiana.

If the purchase is less than $10,000 and made under the small purchase policies established by the purchasing agency or under rules adopted by the governmental body, the purchase of supplies containing steel manufactured in the U.S.

The purchasing agency must inform offerors in the solicitation of this requirement.

Purchases of Biobased Products [IC 5-22-5-9]
Biobased products are commercial or industrial goods (other than food or feed) determined by the U.S. Department of Agriculture (USDA) to be composed in whole or in significant part of biological products, forestry materials, or renewable domestic agricultural materials, including plant, animal, or marine materials.

A governmental body shall, whenever possible, purchase products specified as “biobased products” by the USDA if:
- Bioproducts are available at the time of purchase;
- It is economically feasible; and
- The purchase is not inappropriate because of federal regulations or scientific purposes.

Coal Mined in Indiana [IC 5-22-15-22]
Whenever a purchasing agent purchases coal for use as fuel, the purchasing agent shall give an absolute preference to coal mined in Indiana unless federal law requires the use of low sulfur coal in the circumstances for which the coal is purchased.

Supplies Manufactured in the United States [IC 5-22-15-21]
A governmental body shall adopt rules to promote the purchase of supplies manufactured in the United States.

Rules must provide that supplies manufactured in the United States shall be specified and purchased unless the governmental body determines that any of the following apply:
- The supplies are not manufactured in the United States in reasonably available quantities;
- The price of the supplies manufactured in the United States exceeds by an unreasonable amount the price of available and comparable supplies manufactured outside the United States;
- The quality of the supplies is substantially less than the quality of comparably priced available supplies manufactured outside the United States; or
- The purchase of supplies manufactured in the United States is not in the public interest.

High Calcium Food [IC 5-22-15-24]
High calcium foods and beverages are preferred supplies. A purchasing agent shall give a preference to foods and beverages that contain a higher level of calcium than products of the same type and quality and are equal in price to or lower in price than products of the same type and quality.

Price Preferences

| Supplies that Contain Recycled or Post-Consumer Materials [IC 5-22-15-16] | Price preference set by either 1) governmental body rule, 2) purchasing agency policy, or 3) solicitation. | Price preference must be between 10 - 15%. |
| **Soy Diesel / Bio Diesel**<br>[IC 5-22-15-19] | Applies to a purchase of fuel of which at least twenty percent (20%) by volume is soy diesel/bio diesel. | Price preference is 10%. |
| **Indiana Businesses**<br>[IC 5-22-15-20] | A governmental body may adopt a rule giving preference to an Indiana business if another state gives a preference (IC 5-22-15-20) | The rule determines the method by which the preference is computed. |
| **Indiana Small Business**<br>[IC 5-22-14-1] | Indiana small business (IC 5-22-14-1) Veteran owned small business (IC 4-13-16.5-1) | Price preference is 15%. |
| **Local Businesses** | Local Indiana business (IC 5-22-15-20.9) | 5% for a purchase less than $50,000; 3% for a purchase of at least $50,000, but less than $100,000; and, 1% for a purchase at least $100,000. |
| **Indiana Agriculture** | Governmental body can adopt a rule giving preference to agricultural products that are grown, produced, or processed in Indiana. | Price preference is up to 10%. |

**Prohibited Purchases [IC 5-22-15-24.2]**
A governmental body may not award a contract for the purchase of supplies to if the supplies were made in a country other than the U.S. if the supplies were made using forced labor.

**Other Purchasing Procedures**
In some instances, the Indiana Code allows for another method for purchasing, such as:

- **Requests for Proposals**: Applies to purchases, which the governmental body has deemed not advantageous and not practicable for competitive sealed bidding. (IC 5-22-9)
- **Special Purchasing Methods**: Allows for purchase without RFP or competitive bidding in certain circumstances usually after consultation with and perhaps an opinion from the municipal attorney. (IC 5-22-10)
- **Cooperative Purchasing**: Allows more than one governmental body to purchase services / supplies jointly or on behalf of another. (IC 36-1-7-12)

**Requests for Proposals [IC 5-22-9]**
A purchasing agent may award a contract through a request for proposals procedure (RFP) instead of competitive bidding, subject to the policies of the purchasing agency.

The process includes:

- The RFP must be published two times, one week apart with the second publication at least seven days prior to the date fixed for receiving proposals.
- The RFP must include the following: factors or criteria to be used in evaluating proposals, statement concerning the relative importance of price and the other evaluation factors, proof requirements, and a statement on whether discussions may be conducted with responsible offerors.
- Proposals must be open to avoid disclosure of contents to competing offerors during the process of negotiation.
- The purchase contract shall be made to the responsible offeror whose proposal is determined in writing to be the most advantageous to the governmental body. Note: The purchase may be awarded to more than one offeror, as long as it was outlined as a possibility in the RFP.
- Offerors must be accorded fair and equal treatment with opportunities for discussions and revisions of proposals.

The purchasing agent shall prepare and maintain a register of proposals that must be open for public inspection after contract award.

The governmental body may provide by rule or policy that competitive bidding is not advantageous or practicable for specified supplies and therefore that the RFP process is the preferred method for that type of supply.
Special Purchasing Methods [IC 5-22-10]
A purchasing agent may award a contract under Special Purchasing without soliciting bids or proposals in the following circumstances:

1. **Emergency conditions**: When there exists, under emergency conditions, a threat to public health, welfare, or safety.
2. **Savings to governmental body**: When there exists a unique opportunity to obtain supplies or services at a substantial savings to the governmental body.
3. **At auction**
4. **Data processing contract or license agreements**: For software programs or supplies or services, when only one source meets the using agency's reasonable requirements.
5. **Compatibility of equipment, accessories, or replacement parts**: The compatibility of equipment, accessories, or replacement parts is a substantial consideration in the purchase and only one source meets the using agency's reasonable requirements.
6. **Purchasing method impairs functioning of agency**: If another purchasing method would seriously impair the functioning of the using agency.
7. **No offer received under other purchasing method**: When the agency has solicited for a purchase under another purchasing method described in this article and has not received a responsive offer.
8. **Evaluation of supplies or system containing supplies**: To obtain functional information or comparative data for a purpose that in the judgment of the purchasing agent may advance the long-term competitive position of the governmental body.
9. **Governmental discount available**: The governmental body is able to receive a dollar or percentage discount of the established price.
10. **Single source for supply; award of contract**: Only one available source and purchasing agent makes written determination that there is only one available source for the supply.
11. **General Services Administration price**: Written determination that supplies can be purchased at prices equal to or less than the prices stipulated in current federal supply service schedules established by the Federal General Services Administration, and it is advantageous to the governmental body's interest in efficiency and economy.
12. **Purchase from person who has contract with federal agency**: If person's contract with the federal agency requires the person to make the supplies available to the state or political subdivisions.
13. **Purchase from person who has contract with state agency**: If the person's contract with the state requires the person to make the supplies or services available to political subdivisions.
14. **Acquisition of supplies through transfer from federal government**: If supplies can be transferred at a cost less than would be obtained otherwise.
15. **Acquisition of supplies through acceptance of gift**
16. **Special purchase of copyrighted material**
17. **Purchase from public utility following independent appraisal**
18. **Purchase of petroleum products by aviation commissioners or airport authority**: Only applicable for board of aviation commissioners or an airport authority.

All contracts for special purchases shall be maintained by the purchasing agent in a separate file that is kept for 5 years, and the special purchases are subject to audit by the State Board of Accounts. The file must contain each of the contractor's names, the amount and type of each contract, the description of the supplies purchased under each contract and the written basis for both the purchase and the contractor selected. A special purchase must be made with competition as is practicable under the circumstances. Check local and state retention schedules for any updates.

Cooperative Purchasing [IC 36-1-7-12]
Indiana statute allows collaborative purchasing, including:

- No notice by publication or posting is required for purchasing contracts between or among Indiana governmental entities
- Whenever a contract provides for one Indiana governmental entity to make a purchase for another, compliance by the one with the applicable statutes governing public bids constitutes compliance by the other.
- A governmental entity may make a purchase from any other governmental entity or under another governmental entity's referenced written contract if there is compliance with state purchasing law by the original purchasing unit.
- Two or more governmental entities may procure together or with a nonprofit entity if the requirements of the public purchasing statutes are met.
Collection and Disposal of Solid Waste [IC 36-9-30]
A municipality may contract with persons for the collection or disposal of solid waste. A municipality may contract for the use of privately owned disposal facilities.

A municipality may contract with any business or institution for the collection and disposal of industrial, commercial, or institutional solid waste.

All fees collected by the municipality shall be deposited for the administration, operation, and maintenance of solid waste collection and disposal.

If a contract for solid waste collection or disposal will yield a gross revenue to a contractor (other than a governmental entity) of at least $25,000 during the time it is in effect, then the municipality must comply with public works projects process (IC 36-1-12-4) or follow the RFP process (IC 36-9-30-5.3) in awarding the contract.

The municipality shall require the bidder to submit a financial statement, a statement of experience, the bidder’s proposed plan or plans for performing the contract, and the equipment that the bidder has available for the performance of the contract. The statement shall be submitted on forms prescribed by the state board of accounts.

Miscellaneous General Requirements for Public Purchasing
Certain requirements apply to the purchases of supplies and services:
• A governmental body may not enter into a cost plus a percentage of cost contract.
• A contract for the purchase of supplies may not be for a term of more than four years, although it may be renewed. The term of a renewed contract may not be longer than the term of the original contract.
• Specifications are required for every purchase, regardless of cost.
• Purchases may not be “artificially” divided to avoid the applicable purchasing thresholds.
• Each purchase must be accompanied by a purchase order.
• The municipality must have a sufficient appropriation balance or approved additional appropriation before issuing a purchase order or executing a contract for a purchase.
• A municipality may make advance payment of meal expenses to a municipal employee who will be traveling on official municipal business if the municipal fiscal body has adopted an ordinance allowing the advance payment.
• A municipality may make advance payments for the purchase of supplies and services before the goods are delivered or services are completed if the fiscal body of the political subdivision adopts an ordinance authorizing advance payments.
• Contracts generally must be awarded to the lowest “responsible” and “responsive” bidder/quoter/offeror.
• Lowest bid/quote/offer must be rejected if bidder/quoter/offeror is not responsive or responsible.
• All written public contracts for “public services” with a contractor (includes purchasing) must include a provision requiring the contractor to use E-Verify and contain a signed affidavit by the contractor affirming that the contractor does not knowingly employ an “unauthorized alien.”
• A public servant (employee or appointed official) or his/her dependent who knowingly or intentionally: (1) has a pecuniary interest in; or (2) derives a profit from; a contract or purchase connected with an action by the governmental entity served by the public servant commits conflict of interest, a Level 6 felony unless all of the contracts and purchases for the 12 months before the date of the contract or purchase was $250 or less or the public servant is eligible to file a Uniform Conflict Of Interest Disclosure Statement form and properly files it before the final action on the contract or purchase. IC 35-44.1-1-4
• A relative (spouse, parent, stepparent, child, adopted child, stepchild, brother, sister, half-brother, half-sister, stepbrother, stepsister, niece, nephew, aunt, uncle, daughter-in-law and son-in-law) of the mayor or city or town council member or the relative’s business entity [wholly or partially owned] may enter into or renew a contract with the municipality for purchasing of goods or services only after disclosure which must be in writing, describe contract and relationship, be affirmed under penalties of perjury, be submitted to and accepted by the legislative body in a public meeting before final action on the contract and be filed in 15 days with State Board of Accounts and clerk of circuit court and the agency acting on behalf of municipality must certify in a statement that the contract was the lowest or give reasons why the relative or relative’s business was selected, and file a Uniform Conflict of Interest Disclosure Statement if necessary.
Cases

Cases Interpreting Public Purchasing Statutes

Cristiani v. Clark County Solid Waste Management Dist., 675 N.E.2d 715 (Ind. App. 1996)
Dunnuck v. Associated Heavy and Environmental Const. Group, a Div. of Shook, Inc., 632 N.E.2d 355 (Ind. 1994)
Brownburg Community School Corp. v. Natare Corp., 824 N.E.2d 336 (Ind. 2005)
Trans-Care, Inc. v. Board of Com’rs of County of Vermillion, 831 N.E.2d 1255 (Ind. App. 2005)
Harmony Health Plan of Indiana, Inc. v. Indiana Dept. of Admin., 864 N.E.2d 1083 (Ind. App. 2007)
Hamrick’s Diesel Service & Trailer Repair, LLC v. City of Evansville, 935 N.E.2d 764 (Ind. App. 2010)
Midwest Psychological Center, Inc. v. Indiana Dept. of Admin., 959 N.E.2d 896 (Ind. App. 2011)
John Simpson and Monroe LLC v. Brown County Board of Commissioners, 213 N.E.3d 1081 (Ind. App. 2023)

Cases Interpreting Provisions of Public Works Statutes Similar to Provisions in Public Purchasing Statutes

Moran v. State, 477 N.E.2d 100 (Ind. App. 1985)
Irwin R. Evens & Son, Inc. v. Board of Indianapolis Airport Authority, 584 N.E.2d 576 (Ind. App. 1992)
Koester Contracting, Inc. v. Board of Com’rs of Warrick County, 619 N.E.2d 587 (Ind. App. 1993)
Schindler Elevator Corp. v. Metropolitan Development Com’n, 641 N.E.2d 653 (Ind. App. 1994)
All-Star Const. and Excavating, Inc. v. Board of Public Works, 640 N.E.2d 369 (Ind. 1994)
Bigley v. MSD of Wayne Township Schools, 823 N.E.2d 278 (Ind. App. 2004)
Clark County Drainage Bd. v. Isgrigg, 963 N.E.2d 9 (Ind. App. 2012)
Alva Elec., Inc. v. Evansville-Vanderburgh School Corp., 7 N.E.3d 263 (Ind. 2014)
APPENDICES

Appendix A ............................................................................................................................................................... Page 13
   Rule Making Authority [IC 5-22]

Appendix B ............................................................................................................................................................... Page 14
   Sample Ordinances Creating and Designating Purchasing Agency and Agents

Appendix C ............................................................................................................................................................... Page 15
   Sample Ordinances Approving Certain Advance Payments

Appendix D ............................................................................................................................................................... Page 17
   Form of Purchasing Rules or Policies that May Only be Adopted by the Common Council or Town Council (or Another Governmental Body)

Appendix E ............................................................................................................................................................... Page 19
   Form of Purchasing Policies that May be Adopted Either by the Governmental Body or by the Purchasing Agency

Appendix F ............................................................................................................................................................... Page 21
   Forms and Checklists
      Index of Specifications ................................................................. Page 21
      Register of Proposals ................................................................. Page 22
      Special Purchase Contract File ................................................ Page 23
      Checklist for Invitation for Bids ............................................. Page 24
      Non-collusion affirmation ....................................................... Page 25
      Form for offer or proposal ....................................................... Page 26
      Bid record for invitation for bids ........................................... Page 27
Appendix A: Rule Making Authority [IC 5-22]

When a rule is **required**:  

IC 5-22-15-21 — A governmental body shall adopt rules to promote the purchase of supplies manufactured in the United States.

When a rule **may be promulgated**:  

IC 5-22-3-3 — A governmental body may adopt rules to regulate purchases of the governmental body.

IC 5-22-3-4 — A governmental body may adopt rules to allow the use of electronic means in the purchasing process.

IC 5-22-5-1 — A governmental body may adopt rules for the preparation, maintenance, and content of specifications.

IC 5-22-6-2 — A governmental body may adopt rules governing the purchase of services. (This rule should be promulgated.)

IC 5-22-7-10 — A governmental body may adopt rules to allow for the (i) correction or withdrawal of inadvertently erroneous bids before or after an award; or (ii) cancellation of awards or contracts based on an inadvertent mistake.

IC 5-22-8-2 — A governmental body may adopt rules relating to purchases under $50,000 (small purchases).

IC 5-22-9-8 — A governmental body may adopt rules regarding a request for proposal process.

IC 5-22-9-8 — A governmental body using the request for proposal process may adopt rules regarding the opportunity for discussions with offerors.

IC 5-22-14-3 — A governmental body may adopt rules governing small business set-aside purchases.

IC 5-22-15-15 — A governmental body may adopt rules governing the purchasing preferences as outlined in the statute.

IC 5-22-18-4 — A governmental body may adopt rules for the protection of documents submitted to the governmental body in response to a solicitation.

IC 5-22-20-1 — A governmental body may adopt rules permitting or requiring (i) the inclusion of clauses providing for adjustments in prices or time of performance; (ii) the inclusion of contract provisions dealing with the unilateral right of the governmental body to order changes in the work within the scope of the contract and temporary stopping of the work or delaying performance; (iii) the inclusion of contract provisions dealing with variations occurring between estimated quantities of work in a contract and actual quantities.
Appendix B: Sample Ordinances Creating and Designating Purchasing Agency and Agents

Ordinance Creating Independent City Purchasing Agency

Section 1. The City of ___________ Purchasing Agency (the “City Agency”) is established as the purchasing agency for the City.

Section 2. The City Purchasing Agency shall all the powers and duties authorized under IC 5-22, as may be supplemented from time to time by ordinances adopted by the Common Council and policies adopted by the Purchasing Agency.

Section 3. The City Purchasing Agency shall act as the purchasing agency for every agency, board, office, branch, bureau, commission, council, department, or other establishment of the City.

Section 4. The City Purchasing Agency may designate as purchasing agents:
   (a) Clerk-Treasurer; and
   (b) The City street superintendent [engineer]; and
   (c) Any employee designated in writing.

Ordinance Designating Town Council as Purchasing Agency; Designating Several Purchasing Agents

Section 1. The Town Council hereby determines that it is the purchasing agency for the Town.

Section 2. The Town Council hereby designates the following persons to serve as purchasing agents for the Town:
   (a) The Clerk-Treasurer;
   (b) The Town Manager; and
   (d) Such Town employees as are designated from time to time, in writing.

Section 3. This Ordinance is effective upon passage and signing by the presiding officer.
Appendix C: Sample Ordinance Authorizing the Advance Payment of Certain Expenses

ORDINANCE NO.__________
[CITY OF ________________, INDIANA]
TOWN OF ________________, INDIANA

An ordinance authorizing the advance payment of certain expenses.

WHEREAS, P.L. 181-2023 (SEA 317), SEC. 1, effective May 4, 2023 (the Act), amended IC 5-11-10-1.6 to:
(1) Authorize a municipality to make payment of meal expenses to a municipal employee who will be traveling on official municipal business if the municipal fiscal body has adopted an ordinance allowing the advance payment and specify the minimum provisions that must be included in such an ordinance;
(2) Authorize a political subdivision to make advance payments to contractors to enable the contractors to purchase materials needed for a public works project of the political subdivision and specify the minimum information that must be included contractors; and
(3) Authorize a political subdivision to make advance payments for goods or services before the goods are delivered or the services are completed if the fiscal body of the political subdivision authorizes making advance payments and specify the minimum tasks to be taken to make advance payments by the fiscal officer of the political subdivision or the fiscal officer’s designee;

WHEREAS, the [Common Council of the City of _____________] [Town Council of the Town of ___________] is the fiscal officer of the [City] [Town];

WHEREAS the [Controller] [Clerk-Treasurer] is the fiscal officer of the [City] [Town];

NOW, THEREFORE, BE IT ORDAINED BY THE [COMMON] [TOWN] COUNCIL of the [CITY OF _______________] [TOWN OF _______________]:

SECTION 1. The [Controller] [Clerk-Treasurer] may make advance payment of meal expenses to an employee of the [City] [Town] as follows:
(a) The maximum amount of an advance payment for meal expenses may not exceed [specify amount: ______________ dollars ($) per specify per meal, per day, etc.];
(b) The employee must submit documentation following the advance payment including detailed receipts and other documentation;
(c) The employee must acknowledge in writing that, if it does not submit the required documentation within seven (7) days after the travel for which the advance payment was requested, the employee’s wages will be withheld in an amount equal to the amount of the advance payment;
(d) If the employee does not submit supporting documentation as described in (b), the employee will be required to reimburse the [City] [Town] as provided in subsection (c).

SECTION 2.
(a) The [Controller] [Clerk-Treasurer] of the [City] [Town] is authorized to make an advance payment to a contractor performing work under a contract for a public works project under IC 36-1-12 to enable the contractor to purchase materials needed for the public work project.
(b) An advance payment may be made only if the solicitation for the public works project includes all of the following information:
   (1) The [City] [Town] will make advance payments to a contractor to enable the contractor to purchase materials to be used in the construction of the public works project.
   (2) No advance payment will be made in an amount that exceeds the amount specified in the contractor’s bid for the purchase of materials. If a change order requires the purchase of additional materials, No advance payment will be made for materials in if the change order changes the scope of the public works project.
   (3) Each request for an advance payment must include:
      (A) A documentation containing the amount specified in the contractor’s bid or the purchase of materials;
      (B) Any purchase contract or purchaser order executed by the contractor for the purchase of materials;
(C) All invoices or receipts for materials purchases for which the contractor seeks advance payment;
(D) A certified statement that the request for advance payment is true and accurate, is not for materials not specified in the contractor’s bid and not for amount exceeding the amount specified in the contractor’s bid for the purchase of materials.
(E) The certified statement must be signed by:
   (1) the contractor for the public works project;
   (2) any subcontractor for the project is the materials to be purchased are for work to be completed by the subcontractor; and
   (3) the architect or engineer the [City] [Town] has retained with respect to the public works project, if any; and
   (4) an employee of the [City] [Town], including any consultants, responsible for the completion of the public works project.

SECTION 3.
(a) The [Controller] [Clerk-Treasurer] of the [City] [Town] is authorized to make an advance payment for goods or services before the goods are delivered or the services are received.
(b) Except as provided in subsection (b), the purchasing agency or purchasing agent must request the advance payment for materials or services which must include the contract award for the materials or services. A request must be made in writing and may not be for an amount that exceeds the amount of the contract award for the materials or services.
   [(c) An advance payment will not be made for the purchase of materials or services for which a purchase order has not been issued.]

SECTION 4.
(a) This ordinance shall be effective from and after passage and upon compliance with [IC 36-4-6-14] [IC 36-5-2-10].

Adopted on the __________ day of __________, 202__.

ADD APPROPRIATE ORDINANCE SIGNATURE PROVISIONS
Appendix D: Form of Purchasing Rules or Policies that May only be Adopted by the Common Council or Town Council (or Another Governmental Body)

SECTION 1. The following are the purchasing rules for [City] [Town] of [County], Indiana:

Protection of Offers; Status of Documents as Public Records
1. Protection of Offers Prior to Opening. The purchasing agent shall retain all offers received in a secure location prior to the date and time at which offers will be opened in order to prevent disclosure of the contents prior to the opening of the offers.
2. Unobstructed Evaluation of Offers. After offers have been opened, the purchasing agent shall be responsible for maintaining the offers in such a manner as to permit evaluation of the offers by the persons responsible for evaluating the offers.
4. Register of Proposals. The purchasing agent shall prepare a register of proposals for each request for proposals issued which shall contain information concerning the proposals available for public inspection and copying. Proposals may not be disclosed.

Discussions With Offerors Responding to a Request for Proposals
The purchasing agent may conduct discussions with, and best and final offers may be obtained from responsible offerors who submit proposals determined to be reasonably susceptible of being selected for a contract award.

Delay of Opening of Offers
When the Council makes a written determination that it is in the [city] [town]’s best interests, offers may be opened after the time stated in the solicitation. The date, time and place of the rescheduled opening must be announced at the time and place of the originally scheduled opening.

Evidence of Financial Responsibility
1. Purchases Less Than $50,000. The purchasing agent may not require evidence of financial responsibility when the estimated cost of a purchase is less than $50,000.
2. Purchases Between $50,000 and $150,000. The solicitation may include a requirement that an offeror provide evidence of financial responsibility. If evidence of financial responsibility is required, the solicitation must indicate the kind of evidence that will be acceptable. If a bond or certified check is required, it may not exceed ten percent (10%) of the estimated cost of the purchase.
3. Purchases Over $150,000. The solicitation shall include a requirement that an offeror provide evidence of financial responsibility and must indicate the kind of evidence that will be acceptable. If a bond or certified check is required, it may not exceed ten percent (10%) of the estimated cost of the purchase.
4. Small Business Set-Asides. The purchasing agent may determine that no evidence of financial responsibility shall be required for a small business set-aside purchase.

Use of RFP for Purchases of Designated Types of Supplies
The [City] [Town] determines that:
A) It is either not practicable or not advantageous to purchase certain types of supplies by sealed competitive bidding; and
B) Receiving proposals is the preferred method for purchasing the following types of supplies: [Insert list of supplies designated for RFP purchase]

Modification and Termination of Contracts
1. Price Adjustments. The purchasing agent may include provisions to permit price adjustments in a purchase contract. The following provisions for price adjustments may be included:
   A) Price adjustments must be computed by agreement on a fixed price adjustment before the beginning of the pertinent performance or as soon after the beginning of performance as possible;
   B) Price adjustments must be computed by unit prices specified in the contract or subsequently agreed upon;
C) Price adjustments must be computed by costs attributable to the events or situations under such clauses with adjustment of profit or fee, all as specified in the contract or subsequently agreed upon;
D) Price adjustments must be computed in such other manner as the contracting parties may mutually agree upon; or
E) In the absence of agreement by the parties, price adjustments must be computed by a unilateral determination by the governmental body of the costs attributable to the events or situations under such clauses with adjustment of profit or fee, all as computed by the governmental body in accordance with applicable rules adopted by the governmental body.

2. **Adjustments in Time of Performance.** The purchasing agent may include provisions in a purchase contract concerning adjustments for time of performance under the contract.

3. **Unilateral Rights of [City] [Town].** The purchasing agent may include in a purchase contract provisions dealing with the unilateral right of the [City] [Town] to order changes in the work within the scope of the contract or to order temporary work stoppage or delays in time of performance.

4. **Quantity Variations.** The purchasing agent may include in a purchase contract provisions dealing with variations between the estimated quantities of work in a contract and the actual quantity delivered.

**Purchase of Services**
The [City] [Town] determines that each agency, and department may purchase services in whatever manner the purchaser determines to be reasonable.

The purchasing agency may not require any agency, department or to purchase services in any particular manner.

**Small Business Set-Aside Purchases**
The [City] [Town] hereby determines to establish criteria for determining qualifications as a small business and to identify specific supplies for small business set-aside purchases.

1. **Qualifications.** A business qualifies as a small business if it qualifies as a small business under standards established by the Indiana Department of Commerce.
2. **Businesses that are not small businesses:**
   A) A wholesale business, if its average annual sales for its most recently completed fiscal year exceeds $4 million;
   B) A construction business, if its average annual receipts for the preceding three fiscal years exceeds $4 million;
   C) A retail business or business selling services if its annual sales and receipts exceed $500,000; and
   D) A manufacturing business if it employs more than 100 persons.
3. **Specific Supplies Eligible for Small Business Set-Aside**
   [Insert list of specific supplies eligible for small business set-aside.]

**Indiana Business Preference**
1. **Qualification.** An offeror is an Indiana business if it: [insert criteria to be use, such as owned or operated, principal place of business operations, state where incorporated, etc.).
2. **The following states have business preferences that are unfavorable to Indiana businesses because:** [Identify states that have business preferences unfavorable and explain why].
3. **The Indiana business preference shall be applied as follows:** [Insert method to calculate Indiana business preference].

**Purchase of Supplies Manufactured in the United States**
Supplies manufactured in the United States shall be specified for all [City] [Town] purchases and shall be purchased unless the [City] [Town] determines that:

1. The supplies are not manufactured in the United States in reasonably available quantities;
2. The prices of the supplies manufactured in the United States exceeds by an unreasonable amount the price of available and comparable supplies manufactured elsewhere;
3. The quality of the supplies manufactured in the United States is substantially less than the quality of comparably priced available supplies manufactured elsewhere; or
4. The purchase of supplies manufactured in the United States is not in the public interest.
Appendix E: Form of Purchasing Policies that May be Adopted by the Purchasing Agency

PURCHASING POLICIES OF THE [CITY] [TOWN] OF, INDIANA

Publication of Notices

1. Invitation for Bids. All notices of invitation for bids shall be published in accordance with IC 5-3-1 in the ______ and the _______. (Insert name of newspaper if only one newspaper is published in the municipality; otherwise, identify two newspapers. If no newspaper is published in the municipality, publish in one newspaper published in the county and post the notice at the municipal building.)

The purchasing agent shall schedule the publication of notice to provide a reasonable amount of time for preparation and submission of bids. The notice will be published two times, at least one week apart. The second publication must occur at least seven (7) days prior to the date the bids will be opened.

2. Request for Proposals. All notices of request for proposals shall be published in accordance with IC 5-3-1 in the ______ and the _______. (Insert name of newspaper if only one newspaper is published in the municipality; otherwise, identify two newspapers. If no newspaper is published in the municipality, publish in one newspaper published in the county and post the notice at the municipal building.)

The purchasing agent shall schedule the publication of notice to provide a reasonable amount of time for preparation and submission of proposals. The notice will be published two times, at least one week apart. The second publication must occur at least seven (7) days prior to the date the proposals will be opened.

3. Request for Specifications. All notices of request for specifications shall be published in accordance with IC 5-3-1 in the ______ and the _______. (Insert name of newspaper if only one newspaper is published in the municipality; otherwise, identify two newspapers. If no newspaper is published in the municipality, publish in one newspaper published in the county and post the notice at the municipal building.)

The purchasing agent shall schedule the publication of notice to provide a reasonable amount of time for preparation and submission of proposals. The notice will be published two times, at least one week apart. The second publication must occur at least seven (7) days prior to the date the proposals will be opened.

4. Electronic Notices. Whenever a notice or other material, including specifications, an invitation for bids, request for proposals or request for specifications, is sent by mail, the purchasing agent may also send the notice or other material by electronic means, provided that the transmission of the information is at least as efficient as mailing the information.

Receiving Offers

1. Opening of Offers. Bids received in response to an invitation for bids must be opened publicly in the presence of at least one or more witnesses at the time and place designated in the invitation for bids.

Proposals received in response to a request for proposals must be opened so as to avoid disclosure of the contents to competing offerors during the process of negotiation.

Proposals received in response to a request for specifications may be opened as specified in the request for specifications.

2. Electronic Receipt of Offers. The purchasing agency may receive electronic offers in response to an invitation to bid, request for proposals or request for specifications.

An electronic offer may only receive an electronic offer if:
A) The solicitation includes the procedure for the electronic transmission of the offer; and
B) The purchasing agency receives the offer on a fax machine or other system with a security feature that protects the contents of an electronic offer with the same degree of protection as provided to an offer not transmitted electronically.

3. **Correction and Withdrawal of Bids.** An offeror may correct inadvertent errors in a bid up to the time at which bids will be opened by supplementing the erroneous bid and submitting a revised bid. A bidder may not supplement an inadvertently erroneous bid after the time at which the bids were opened. A bidder may withdraw a bid containing inadvertent errors up to the time at which bids will be opened and for a period of not more than 24 hours after the time at which the bids were opened.

4. **Cancellation of Solicitation.** When the purchasing agent makes a written determination that it is in the county’s best interests, the purchasing agent may cancel a solicitation or reject all offers, provided that the solicitation included information concerning the procedure for cancellation.

**Small Purchases**

The purchasing agent may purchase supplies with an estimated cost of less than $50,000 on the open market without inviting or receiving quotes.
## Appendix F: Forms and Checklists

### Index of Specifications

<table>
<thead>
<tr>
<th>Type of Supply</th>
<th>Requesting Agency</th>
<th>Solicitation Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fireworks</td>
<td>Parks Department</td>
<td>Special Purchase</td>
</tr>
<tr>
<td>Copy Paper</td>
<td>Clerk-Treasurer’s Office</td>
<td>Bids</td>
</tr>
<tr>
<td>Festival Signs</td>
<td>Town Council</td>
<td>Small Business Set-aside</td>
</tr>
<tr>
<td>Asphalt</td>
<td>Street Department</td>
<td>RFP</td>
</tr>
</tbody>
</table>
Register of Proposals

Date:   _______________________________________

Supplies:   _______________________________________

Attach a copy of the request for proposals and a list of all persons to whom copies of the request for proposals were given.

*Please Type or Print Legibly*

<table>
<thead>
<tr>
<th>Name of Offeror</th>
<th>Address</th>
<th>Amount of Offer</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Successful Proposal:**

Name of Offeror:   ________________________________

Amount of Offeror: ________________________________
## Special Purchase Contract File

<table>
<thead>
<tr>
<th>Basis of Selection of Contractor?</th>
<th>Y</th>
<th>N</th>
<th>Y</th>
<th>N</th>
<th>Y</th>
<th>N</th>
<th>Y</th>
<th>N</th>
<th>Y</th>
<th>N</th>
<th>Y</th>
<th>N</th>
<th>Y</th>
<th>N</th>
<th>Y</th>
<th>N</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basis for Special Purchase?</td>
<td>Y</td>
<td>N</td>
<td>Y</td>
<td>N</td>
<td>Y</td>
<td>N</td>
<td>Y</td>
<td>N</td>
<td>Y</td>
<td>N</td>
<td>Y</td>
<td>N</td>
<td>Y</td>
<td>N</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Description of Supplies</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Type of Contract</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contract Amount</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contractor Name</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contract Number</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Checklist for Invitation for Bids

Type of Supply: ________________________________

Requesting Agency: ________________________________

____ Purchase Description

____ Evaluation Criteria to Be Used (Circle Selections)
   Inspection
   Testing Quality
   Workmanship
   Delivery

____ Requirements imposed on Trusts

____ Applicable Contract Terms and Conditions

____ Time and Place for Opening Bid

____ Evidence of Financial Responsibility Required? (Circle Selection)
   Certified Check
   Bid Bond
   Other ________ (specify)

____ Performance Bond Required?

____ Statement of Conditions under Which Invitation May Be Canceled

____ Statement of Conditions under Which Bid May Be Rejected in Whole or in Part

____ Notice of Invitation for Bids Published
   First Date of Publication _________________
   Second Date of Publication _________________

____ Form of Non-Collusion Affidavit
Non-Collusion Affidavit

STATE OF INDIANA  )
                    ) SS:
______________ COUNTY )

The undersigned offeror or agent, duly swears, under penalties for perjury, that he has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be offered by any person nor to prevent any person from making an offer nor to induce anyone to refrain from making an offer and that this offer is made without reference to any other offer.

_______________________________________
Offeror (Firm)

_______________________________________
Signature of Offeror or Agent
Form for Offer or Proposal

Please print or type.

Date: _______________________________________

1. Governmental Unit: _______________________________________

2. County: _______________________________________

3. Offeror (Firm): _______________________________________

4. Address: _______________________________________

5. City/State: _______________________________________

6. Telephone Number: _______________________________________

7. Agent of Offeror (if applicable): _______________________________________

Pursuant to notices given, the undersigned offers to ___________________ (Governmental Unit) in accordance with the following attachment(s) which specify the class or item number or description, quantity, unit price and total amount.

The contract will be awarded by in accordance with specifications. Offeror promises that it has not offered nor received a less price than the price stated in its offer/proposal for the supplies included in its offer/proposal. Offeror further agrees that it will not withdraw its offer/proposal from the office in which it is filed. A certified check or bond shall be filed with each offer/proposal if required, and liability for breach shall be enforceable upon evidence of financial responsibility.

_______________________________________
Signature of Offeror or Agent
Bid Record for Invitation for Bids

Date of Bid Opening: _______________________________________

Supplies Requested: _______________________________________

Requesting Agency: _______________________________________

Please Type or Print Legibly

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Bid Amount</th>
<th>Other Information</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>