

Memo

To: Board of Supervisors
From: Kesha Buckner
Purchasing Clerk
CC:
Date: April 1, 2019
Re: Term-Bid Purchase Orders

October 1, 2018 meeting minutes reflect that the Board established a lowest and best bid rate for the purchase of the following commodities from the noted vendors:

1. Liquid Asphalt (CRS-2) – Ergon at \$2.38 per gallon

At this time, only a rate for the purchase of these commodities has been authorized.

Please authorize the issuance, upon request from the Road Manager, of Purchase Orders for the purchase of the indicated commodities, based on the established term-bid pricing, for the following projects, limited to the projects and maximum amounts specified:

Project /Commodity	Maximum Amount of Purchase
4500 Gallons (Ergon)	\$10,710.00
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The sources of funding is the County Road Fund.

Upon confirmation (either in writing or by e-mail) that the vendor is unable to deliver the ordered commodities, the Purchase Clerk is hereby authorized to cancel such Purchase Order and issue a Purchase Order to the alternate term-bid winner for the requested commodities.

This authority expires May 31, 2019.