

Megan Lambright
Anderson County Auditor



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NOTICE TO ALL BIDDERS

1. Please read the bid carefully. Even if you have responded to this bid in the past, there may be important changes or new information. Some of these may be significant.
2. Please make sure your envelope is addressed correctly. Information on this is included in the bid packet.
3. **Bidder** is the company name not the person completing the bid.
4. All blanks need to be filled in. If documents are not completed correctly, the bid may be disqualified.
5. Please return **ALL PAGES** of this bid packet back to us to be considered a completed bid.
6. HB1295 needs to be completed online, and a copy must be returned with your bid packet with the bottom of the 1295 filled out and signed.
7. Bid **MUST** be signed by a person having the authority to bind the business in a contract with Anderson County.
8. All proposals must be received in the Auditor's Office **before** the opening date and time. Bids received after the deadline will not be considered for the contract and shall be considered void and unacceptable.
9. All Bids will be scored: Experience 50 pts, Staffing 20 pts, Responsiveness/Capacity to perform/pricing 30 pts.
10. To remain active in the Anderson County Vendor list, each vendor receiving this bid must respond in some form, Vendors submitting a bid must meet or exceed all specifications herein. Vendors submitting a "NO BID" must submit their reason in writing to Anderson County Auditor's Office.
11. Any changes in the specifications will be posted on the County website as an addendum. It shall be the bidder's responsibility to check the website prior to the opening date to verify whether any addendums have been posted. Anderson County Website:
<https://www.co.anderson.tx.us/page/anderson.CA.Purchasing>

Anderson County appreciates your time and effort in preparing a bid. We look forward to hearing from you.