

# COUNTY JOINT BID PROGRAM

## PURCHASE PROCEDURES

Effective January 1, 2008

All purchases by counties pursuant to the County Joint Bid Program shall be made by (1) mailing or faxing the appropriate Purchase Order to the vendor who has been awarded the contract for the item to be ordered **and** (2) faxing a copy of the Purchase Order to the Association of County Commissions of Alabama (ACCA) office at 334-263-7678. Purchase Order Forms and all necessary information regarding the vendor and items available can be obtained at the ACCA website ([www.acca-online.org](http://www.acca-online.org)).

Each purchase order shall be signed by the person authorized by the county to sign and shall include the County Joint Bid Program Item Number. A copy of the form submitted shall be retained by the county.

The county shall deal directly with the company representative for the vendor in making purchases under this program. The vendor shall complete all orders in compliance with its agreement under the program, and shall deal directly with each county in processing and completing their orders and in complying with service and warranty requirements. Road sign vendors should keep in mind that they are required to deliver all items to the location identified by the county ordering them within thirty (30) calendar days from the date of order, and the cost of any items not delivered within this time period will be reduced in price by 10%.

It is important to remember that under *Code of Alabama 1975, § 41-16-50(b)*, all purchases made pursuant to this program shall be subject to the terms and conditions of Alabama's Competitive Bid Law. Therefore, counties are only authorized to purchase the specific items awarded under the program according to the bid specifications and must comply with these procedures in placing all orders.

There can be no deletions or additions to items purchased under this program, except as specifically provided for in the bid specifications. Optional equipment authorized under the bid specifications on certain heavy equipment orders may be deleted by the county at the time of purchase, and in that event, the cost of that item as provided by the vendor shall be deducted from the total cost of the item.

**COUNTY JOINT BID PROGRAM**  
**ROAD SIGN PURCHASE ORDER FORM**  
*This form must be mailed or faxed to the Vendor with  
Copy faxed to the ACCA Office at 334-263-7678*

Date of Order: \_\_\_\_\_ County Purchase Order No. \_\_\_\_\_

County: \_\_\_\_\_ County Contact Person: \_\_\_\_\_

County Address: \_\_\_\_\_

\_\_\_\_\_

County Phone Number: \_\_\_\_\_

County Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

County Joint Bid Program Item Number: \_\_\_\_\_

Item Name and Number: \_\_\_\_\_

Number of items ordered: \_\_\_\_\_ Price per item: \_\_\_\_\_

Vendor: \_\_\_\_\_ Company Contact: \_\_\_\_\_

Vendor address: \_\_\_\_\_

\_\_\_\_\_

Deliver to the Attention of: \_\_\_\_\_

Delivery Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Requested delivery date: \_\_\_\_\_

*(Orders not delivered within 30 days from date of order subject to 10% reduction in price)*

Name of person making purchase request: \_\_\_\_\_

Title: \_\_\_\_\_

Authorized County Signature: \_\_\_\_\_

Initial confirming form sent to vendor: \_\_\_\_\_

Initial confirming form sent to ACCA: \_\_\_\_\_