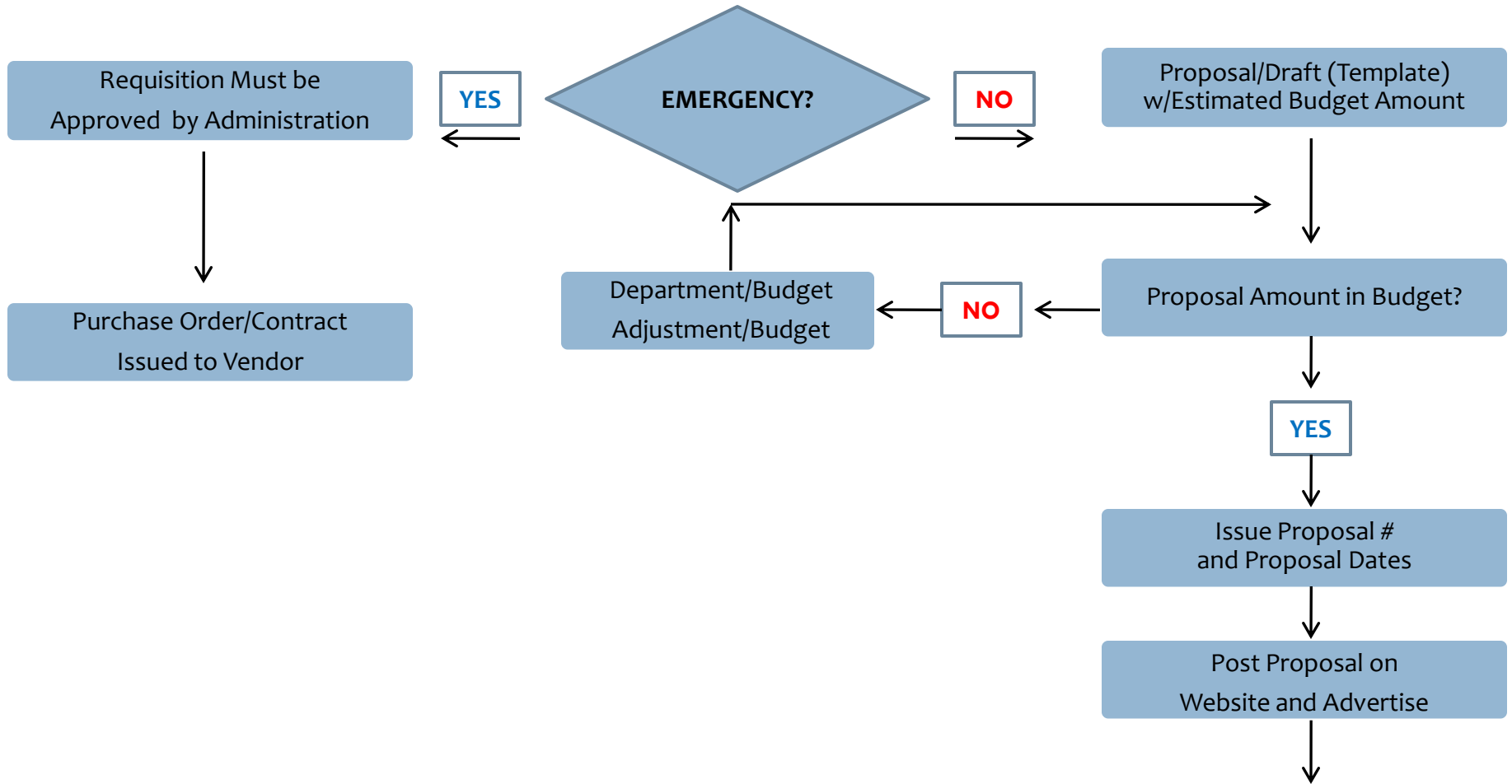


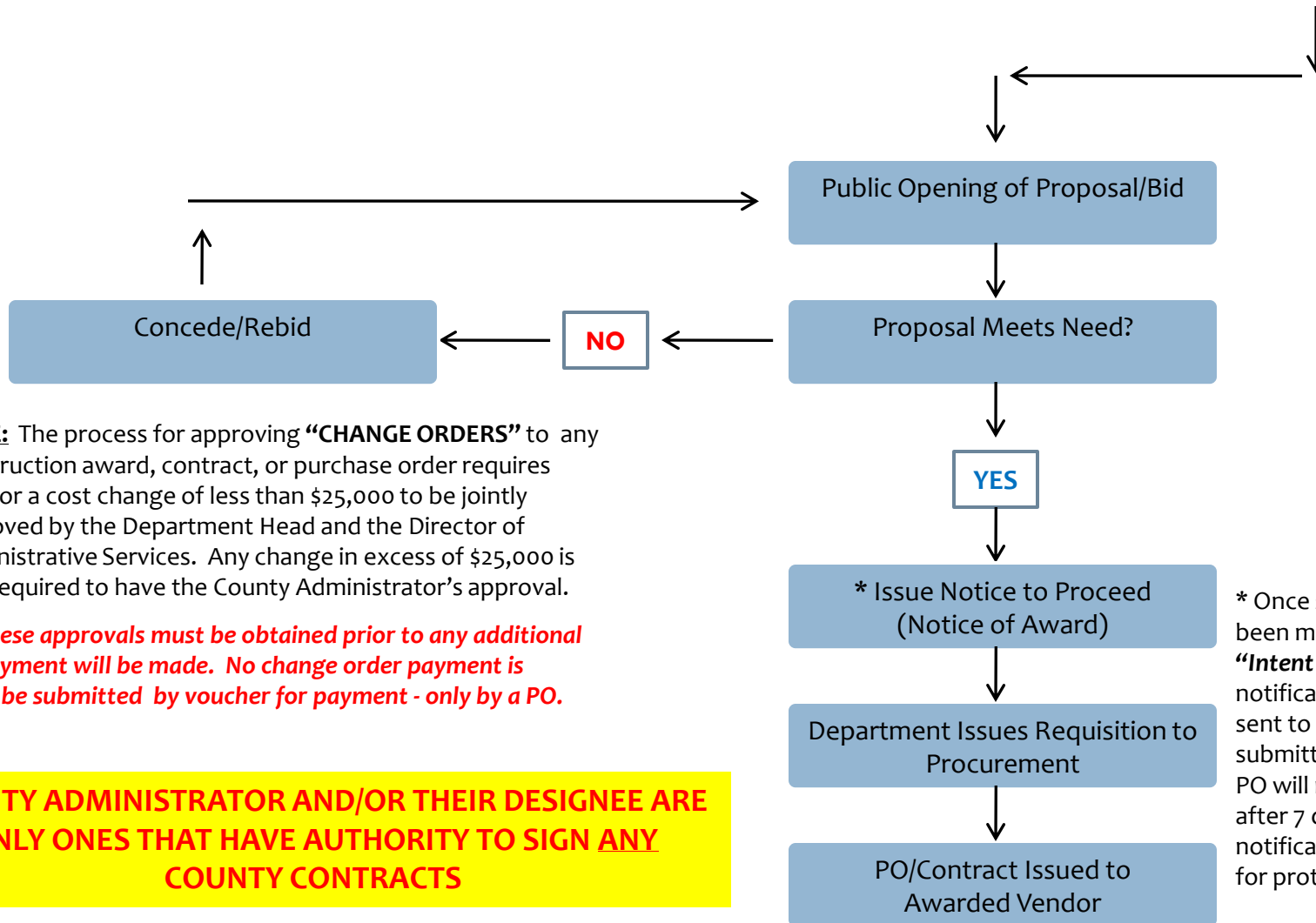
# Spartanburg County Procurement Proposal/Bid Request



**Types**  
RFB (Request for Bid)  
RFP (Request for Proposal)  
RFQ (Request for Quote)  
RFI (Request for Information)



# Spartanburg County Procurement Proposal/Bid Request – cont'd



**NOTE:** The process for approving “CHANGE ORDERS” to any construction award, contract, or purchase order requires that for a cost change of less than \$25,000 to be jointly approved by the Department Head and the Director of Administrative Services. Any change in excess of \$25,000 is also required to have the County Administrator’s approval.

*These approvals must be obtained prior to any additional payment will be made. No change order payment is to be submitted by voucher for payment - only by a PO.*

\* Once selection has been made for bid, a “Intent to Award” notification will be sent to all bidders that submitted a proposal. PO will not be cut until after 7 days after notification to allow for protests.

**COUNTY ADMINISTRATOR AND/OR THEIR DESIGNEE ARE ONLY ONES THAT HAVE AUTHORITY TO SIGN ANY COUNTY CONTRACTS**