

Procurement Policy

Overview

Lee County will ensure that all procurement activities by subrecipients are undertaken in accordance with 2 CFR 200.318 - 200.327. When expending CDBG-DR funds, 2 CFR 200.318(a) requires subrecipients to “have and use documented procurement procedures, consistent with State, local, and tribal laws and regulations and the standards of this section, for the acquisition of property or services required under a Federal award or subaward.” Therefore, subrecipients must comply with the “most restrictive” procurement requirements contemplated by Federal and State and local law.

Florida laws relative to the procurement process are found generally in Chapter 255, Florida Statutes and Chapter 287, Florida Statutes.

Federal procurement standards in 2 CFR 200 that subrecipients must follow include:

- All procurement transactions for the acquisition of property or services must be conducted in a manner providing full and open competition.
- Subrecipients must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.
- In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. Other situations considered to be restrictive of competition are outlined in 2 CFR 300.319(b).
- Subrecipients must have written procedures for procurement transactions. These procedures must ensure that all solicitations:
 - Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition; and
 - Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.
- Noncompetitive procurements can only be awarded in accordance with 24 CFR 200.320(c) and Lee County approval.
- Subrecipients must take all necessary affirmative steps to ensure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. Affirmative steps must include those listed in 2 CFR 200.321(b).

Subrecipients are subject to the non-procurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, [2 CFR part 180](#). The regulations in [2 CFR part 180](#) restrict awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs or activities.

For more information, please refer to Lee County’s Procurement Ordinance located here:

File Name	Lee County Procurement Ordinance
File Location/Link	https://www.leegov.com/procurement/essential-policy-and-procedures1

Overall Procurement Requirements

Environmental Review and Bidding

The environmental review process must be completed prior to bidding to allow for responses from other interested parties and to allow for any modifications or project cancellation based on the environmental review.

Please refer to Lee County’s CDBG-DR Environmental Review SOP for more information.

File Name	CDBG-DR Environmental Reviews SOP
File Location/Link	https://cdbg-dr-leegis.hub.arcgis.com/pages/policies-and-procedures

Minority Business Enterprises/Women Business Enterprise

2 CFR 200.321 requires subrecipients to take affirmative action to contract with small and minority-owned firms and women business enterprises. Lee County does not require set asides or participation quotas, but subrecipients are expected to make special efforts to award contracts to MBE and WBE firms. Goals for minority participation in construction are below:

- The nationwide goal for female participation is 6.9 percent.
- Minority goals are specific to “Economic Areas” the goal for Lee County is 15.3 percent.

Subrecipients are required to notify MBE/WBE firms of the opportunity to bid on CDBG- DR funded contracts. Each subrecipient must ensure appropriate outreach has been completed to ensure MBE/WBE firms have the opportunity to participate in the CDBG-DR program. Subrecipients will need to establish outreach steps to comply with the MBE/WBE requirements. This could include:

- Assuring that small businesses and MBE/WBEs are solicited whenever they are potential sources.

- Maintaining a list of qualified small, minority, and female owned businesses.
- Using the services and assistance of the Small Business Administration, the Office of Minority Business Enterprise of the U. S. Department of Commerce and the Community Services Administration as required.
- Including MBE and WBE firms on solicitation lists and sending them an Invitation to Bid.
- When economically feasible, dividing total requirements into smaller tasks or quantities so as to permit maximum participation by small businesses and MBE/WBEs.
- Where the requirements permit, establishing delivery schedules which will encourage participation by small businesses and MBE/WBEs.
- If any subcontracts are to be let, requiring the prime contractor to take the above affirmative steps.
- Setting aside a percentage of CDBG-DR funds to be awarded to MBE/WBEs.
- Including MBE/WBE criteria with additional points in selection criteria for professional services procurement.

Section 3

Section 3 is a provision of the Housing and Urban Development Act of 1968. The purpose of Section 3 is to ensure that employment and other economic opportunities generated by certain HUD investments, to the greatest extent feasible, are directed to low- and very low-income persons and to business concerns which provide economic opportunities to low- and very low-income persons. The goal is to keep dollars local and help foster local economic development, neighborhood economic improvement, and individual self- sufficiency.

Lee County and its subrecipients will make every effort to ensure subrecipients of Section 3 covered funding as well as their contractors and subcontractors comply with Section 3 responsibilities, as outlined in 24 C.F.R. Part 75, Subpart C which became effective on November 20, 2020.

Section 3 applies to recipients of \$200,000 or more in CDBG-DR assistance. The types of projects that are covered by Section 3 are housing construction, demolition, rehabilitation, or other public construction (e.g., infrastructure or community facilities). Section 3 also applies to the entire project even when the CDBG-DR funds are only a portion of the total funding. For more details on complying with Section 3, please refer to Section 10 of this manual.

Conflict of Interest and Standards of Conduct

Subrecipients must adhere to the conflict of interest requirements in 2 CFR Part 200 to prevent conflicts of interest in procurement. This pertains to all employees, officers, agents of the grantee, members of their immediate family, and partners. Subrecipients shall prevent the provision of financial interest or other benefits earned for any of these persons due to a CDBG-DR-related procurement action. These persons also cannot solicit or accept gratuities, favors or other items of

monetary value from contractors. No person, business or organization shall be allowed to give, nor shall any Local Officer or County employee accept a gift with a value in excess of \$100 unless such a gift is accepted on behalf of the County by the supervising Contract Employee prior to its receipt.

In accordance with 24 CFR 570.489(h), 24 CFR 570.611, 2 CFR 200.317-318, and 2CFR 200.112, no Covered Individuals (defined as an employee, agent, consultant, officer, or elected official who exercise or have exercised any functions or responsibilities with respect to CDBG-DR activities assisted, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities), may obtain a financial interest or benefit from a CDBG-DR assisted activity, or have a financial interest in any contract, subcontract, or agreement with respect to a CDBG-DR assisted activity, or with respect to the proceeds of the CDBG-DR assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter.

In addition, State of Florida's Code of Ethics for Public Officers and Employees, adopted by the Legislature as Part III of Chapter 112, Florida Statutes states in section 112.311(5) that no state employee "shall have any interest, financial or otherwise, direct or indirect; engage in any business transaction or professional activity; or incur any obligation of any nature which is in substantial conflict with the proper discharge of his or her duties in the public interest."

Covered Individuals who have a potential or actual conflict of interest in relation to activities funded in whole or in part with CDBG-DR are required to complete the CDBG- DR Conflict of Interest Disclosure Form. Although not every circumstance will be deemed an actual conflict, all Covered Individuals must disclose a potential, actual, real, or perceived conflict.

Separation of Duties

Subrecipients must be vigilant to eliminate the possibility of fraud in the procurement process. One of the most important checks and balances to limit fraud is through the separation of duties of staff. The person tasked with ordering the goods or managing the procurement process should be different from the person receiving and accepting the goods and the person paying for the order. When this is not possible due to the limited size of staff, subrecipients should have additional rules in place, such as limiting dollar authorizations and periodic reviews by an independent individual. Subrecipients should ensure that only designated individuals have the authority to make binding contracts. If the subrecipient has limited staff, there should be some procedure in place to provide for independent oversight. The subrecipient's procurement procedures should outline the positions involved in the procurement process and the responsibilities of each person, a formal system of authorization and review, and separation of duties. A good practice is that if an employee touches the money, mail, or goods purchased, that employee should not touch the books.

Open Competition

CDBG-DR procurement must be conducted in a manner that ensures full and open competition consistent with the standard set forth in 2 CFR 200. All services to be provided must be procured in accordance with 2 CFR Part 200 and Lee County's Procurement Code. Actions that might restrict competition would include:

- Placing unreasonable requirements on firms in order for them to qualify to do business.
- Requiring unnecessary experience.
- Noncompetitive pricing practices between firms or between affiliated companies.
- Noncompetitive contracts to consultants that are on retainer contracts.
- Organizational conflicts of interest.
- Specificizing only a "brand name" product instead of allowing "an equal" product to be offered and describing the performance or other relevant requirements of the procurement.
- Any arbitrary action in the procurement process.

Methods of Procurement

Subrecipients must have and use documented procurement procedures consistent with the standards of 2 CFR 200.317, 200.318, 200.319 and the procurement requirements established by Lee County. The following methods of procurement are used for the acquisition of property or services using CDBG-DR funds:

Micro-purchases

Subrecipients may award contracts for the acquisition of supplies or services, the aggregate dollar amount of which does not exceed \$10,000, unless further limited by local law, without soliciting competitive price or rate quotations if the subrecipient considers the price to be reasonable based on research, experience, purchase history or other information and documents its files accordingly. To the maximum extent practicable, the subrecipient should distribute micro-purchases equitably among qualified suppliers.

Small Purchase Procedures

The small purchase procedures allow subrecipients to acquire goods and services totaling no more than \$249,999, without publishing a formal request for proposals or invitation for bids. This method of procurement is typically used to purchase commodities such as equipment or other materials. In the event the subrecipient is purchasing materials that will exceed \$249,999, it shall use the sealed bid process or the request for

competitive proposals process. The small purchases method can also be used to acquire eligible types of services, such as consulting, environmental review, or planning.

For the acquisition of professional services subrecipients must comply with Section 287.055, Florida Statutes, known as the “Consultants’ Competitive Negotiation Act” (or “CCNA”). When professional services must be purchased for a project the basic construction cost of which is estimated by the subrecipient to exceed the threshold amount provided in Section 287.017, Florida Statutes for CATEGORY FIVE (currently set at \$325,000) or for a planning or study activity when the fee for professional services exceeds the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY TWO (currently set at \$35,000), except in cases of valid public emergencies certified by Lee County, subrecipients must use the competitive proposal method.

The Small Purchase method cannot be used if the services contract exceeds \$249,999 in value or is subject to the competitive selection provisions of the CCNA. If the services contract exceeds \$249,999 or is subject to the competitive selection provisions of CCNA, the subrecipient shall issue an RFP or RFQ under the competitive proposals approach as described below.

In general, the small purchases procedures shall not be used to acquire construction contractors. Subrecipients shall ensure that these acquisitions occur under the sealed bid approach described below or the RFP approach for individual housing rehabilitation or reconstruction contracts as outlined below. Under the small purchase method, subrecipients shall send a request for quotes to potential vendors with a detailed description of the goods or services needed. In return, it shall receive competitive written quotations from an adequate number of qualified sources. Each quote should include pricing information that allows subrecipients to compare costs across bidders and ensure cost reasonableness. Documentation of the quotes shall be maintained in the subrecipient’s files. The award shall be made to the lowest responsive and responsible source.

Sealed Bids

Sealed bids (Formal Advertising) shall be used for all construction contracts, with the exception of construction contracts for individual housing or reconstruction contracts, or for goods costing more than \$249,999. Competitive sealed bidding requires publicly solicited sealed bids and a firm-fixed-price lump sum or unit price contract is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is lowest in price. In order for formal advertising to be feasible, the following minimum conditions must be present:

- A complete, adequate and realistic specification or purchase description is available.
- Two or more responsible suppliers are willing and able to compete effectively for a grantee's business.
- The procurement lends itself to a firm fixed-price contract, and the selection of the successful bidder can appropriately be made principally on the basis of price.
- When the competitive sealed bid (formal advertising) process is used, the following requirements apply:
 - Publication Period: As per Lee County Ordinance No. 23-21, Section 5.2 the invitation for bids must be publicly advertised and bids solicited from an adequate

number of suppliers. The solicitation for any construction project that is projected to cost more than \$200,000 shall be publicly advertised at least once in a newspaper of general circulation in the County where the project is located at least 21 days prior to the established bid opening and at least 5 days prior to any scheduled prebid conference. The solicitation for any project that is projected to cost more than \$500,000 shall be publicly advertised at least once in a newspaper of general circulation in the county where the project is located at least 30 days prior to the established bid opening and at least 5 days prior to any scheduled prebid conference. The Advertisement shall include a general description of the Commodities, Services or Construction to be Purchased, the location where Specifications may be obtained, closing date, and the time and place for receipt of and the opening of the Competitive Procurement.

- All advertisements shall be listed on the official County website.
- Clear Definition: The invitation for bids, including specifications and pertinent attachments, shall clearly define the items or services needed in order for bidders to properly respond to the invitation.
- Public Opening: All bids must be opened publicly at the time and place stated in the invitation for bids. The public is allowed at that time to review the bids.
- Selection and Contracting: A firm-fixed-price contract award must be made by written notice to the responsible bidder whose bid, conforming to the invitation for bids, is lowest. The “cost plus percentage” and “percentage of costs” method are not allowed.
- Where specified in the bidding documents, factors such as discounts, transportation costs and life cycle costs must be considered in determining which bid is lowest.
- Rejection of all Bids: All bids may be rejected when sound documented reasons exist.
- Such documentation shall be made a part of the procurement files and maintained on the System of Record.

Competitive Proposals

Competitive proposals are used to purchase services where:

- The total cost of the services will exceed \$249,999; or
- For “professional services” as defined in the CCNA, when professional services must be purchased for a project the basic construction cost of which is estimated by the subrecipient to exceed the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY FIVE (currently set at \$325,000) or for a planning or study activity when the fee for professional services exceeds the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY TWO (currently set at \$35,000).

Under this procurement method, a subrecipient must publish a written request for submissions and then review these submissions based on established selection criteria. A subrecipient shall solicit proposals from an adequate number of qualified sources. Under this approach, there are two possible methods of soliciting proposals.

A request for proposals (RFP) method of Procurement is used when it is not practicable for the County to specifically define the scope of work for which the Commodities, Services or Construction are needed. Instead, the County can describe what it wants to accomplish but the methods or means to accomplish the desired outcome cannot be easily defined. Price and compensation shall not be considered in the initial evaluation of Responses as per State law. The method, where price is not used as a selection factor, can only be used in procurement of architecture, engineering, surveying or landscape architecture professional services.

A request for quotation (RFQ) must be used for contraction construction services. The request asks for information on the offeror's expertise/experience and cost, subject to a negotiation of fair and reasonable compensation.

For example, if a subrecipient were to hire a for-profit CDBG-DR contract administrator and that contract exceeded \$250,000, an RFP would be required. When acquiring architectural or engineering services, either a RFP or a RFQ may be used. If an architectural or an engineering firm is being hired to provide a non- architectural/engineering service that service must be procured using either the small purchases process or an RFP. For example, some engineering firms also provide construction and grants management services. In that situation, an RFQ cannot be used and either the small purchases (if it is less than \$250,000) or a RFP must be used. When Competitive Proposals are utilized, the following requirements apply: Publication Period: Proposals must be solicited from an adequate number of qualified sources and an advertisement must be published. RFPs/RFQs shall be published in a sufficient timeframe before the proposals/qualifications are due.

Clear Definition: The RFP/RFQ must identify the general scope of work and all significant factors of evaluation, including price where appropriate, and their relative importance.

Technical Evaluation: Lee County must provide a mechanism for technical evaluation of the proposals received, determinations of responsible offeror and the selection for contract award.

Award: Award may be made to the responsible offeror whose proposal will be most advantageous to the procuring party, price and other factors considered. Unsuccessful offerors shall be notified promptly. The contract can be either a fixed price or a cost reimbursement type.

Non-Competitive

Non-competitive procurement may be used only with approval from Lee County and when the award of a contract is infeasible under small purchase procedures, sealed bids, or competitive proposals and one of the following circumstances applies:

- The acquisition of property or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold.
- Where the item is available only from a single source;
- Where a public emergency or urgent situation is such that the urgency will not permit a delay beyond the time needed to employ one or the other procurement methods (please refer to the County's emergency procurement procedure here: <https://www.leegov.com/procurement/essential-policy-and-procedures1>); or
- Where after solicitation of a number of sources, competition is determined inadequate.

Independent Cost Estimate

2 CFR 200.318 requires subrecipients to perform a cost or price analysis in connection with every procurement action, including competitive sealed bids. Inadequate or incorrect cost analyses can result in cost estimates that are too low and, consequently, low bids coming in over budget. A price analysis is performed when there is adequate price competition and essentially involves comparing lump-sum bids for prices. A cost analysis involves breaking the various cost elements apart and analyzing them individually against market data. A cost analysis should be performed when there is inadequate price competition, when negotiating profit as a separate element, and when a change order involving a budget increase or decrease is necessary.

Such bid overages can unnecessarily delay time-sensitive projects, and rectifying the overage is often costly and time consuming. Subrecipients shall carefully conduct and review their cost estimates and utilize safeguards such as deductible alternates in order to minimize the risk of overages that will require a re-bid. Despite careful cost analyses and safeguards, there are occasions when all bids will exceed available project funds. Lee County requires all subrecipients to submit documentation of an independent cost estimate as part of the application or procurement process.

Procurement of Professional Services

All services to be provided must be procured in accordance with 2 CFR 200, State law, and local procurement codes. When there is a conflict between Federal, State and local requirements, the more restrictive requirement applies.

Establish Procurement File

The subrecipient should create and maintain a procurement file in order to document compliance with procurement requirements. The procurement file must contain the following items:

- Tear sheets of advertisements requesting proposals or qualifications;
- A listing of firms that were sent the RFP/RFQ directly;
- A copy of the RFP/RFQ, including a description of the method used to select professional services;
- RFQ qualification statements received or RFP responses received;
- Written evaluation of statements/responses received;
- Written statement explaining the basis for selection; and
- Written evidence that proposals/costs were determined to be reasonable.

Solicit Proposals

Subrecipients must first determine the scope of work and then clearly define the services requested and the factors to be used in the evaluation and selection process. The competitive negotiation method must be used to procure professional services subject to the CCNA for which the subrecipient will issue an RFQ that meets the requirements of Section 287.055, Florida Statutes.

Review Submissions

After the qualifications from the RFQ or proposals in response to the RFP have been received, the subrecipient should start the review process according to established selection criteria. The process should be thorough, uniform, and well documented. The review should be conducted by a committee composed of at least three people who have technical knowledge of the type of project being considered. However, these reviewers should have no potential conflicts of interest with any of the firms or individuals under review. Evaluation criteria should include:

- Specialized experience or technical expertise of the firm and its personnel in connection with the type of services to be provided and the complexity of the project.
- Past record of performance on contracts with the locality and other clients, including quality of work, timeliness and cost control.
- Capacity of firm to perform the work within time limitations, taking into consideration the current and planned workload of the firm.
- Familiarity of the firm with the type of problems applicable to the project.

¹ Professional services mean those services within the scope of the practice of architecture, professional engineering, landscape architecture, or registered surveying and mapping, as defined by the laws of the state, or those performed by any architect, professional engineer, landscape architect, or registered surveyor and mapper in connection with his or her professional employment or practice. Section 287.055(2)(a), F.S.

The relative importance of each of these factors should be determined beforehand by assigning values to each.

Possible Conflict: Some firms have the capacity to administer projects and design buildings or public facilities systems. It is considered a conflict of interest for the firm in charge of administration to also be in the position to oversee the engineering for a project. There can also be conflicts in the areas of rehab inspection, lead based paint testing, surveying, etc

Prepare the Contract

Once a firm is chosen and the basis of selection is documented along with detailed costs, the contract can be prepared and signed with the successful individual or firm. Prior to award, the eligibility of the selected firm to be awarded a CDBG-DR funded contract must be verified using <https://SAM.gov>. The subrecipient must verify the vendor is not on any State or County debarment lists, as well.

Procurement of Construction Services

The steps listed below are required to help ensure subrecipients comply with federal and state procurement requirements when procuring construction services.

Establish a Contract Procurement File

The subrecipient should create and maintain a procurement file in order to document compliance with procurement requirements. At the end of the process, the procurement file must contain the following items:

- Copies of the invitation for bid;
- Bid solicitation documents that include:
 - Bid specifications
 - Federal labor standards
 - Section 3 documents
 - CDBG-DR funding statement and sample contract
- Newspaper tear sheets advertising the invitation for bid;
- A listing of firms contacted directly;
- Copies of all addenda;
- Evidence all bidders received notice of any addenda;
- Copies of all bids received;
- Bid tabulations and evaluation of bids; and
- Signed minutes of the bid opening.

Bid for the Contract

The bid package should be prepared with the correct wage decisions and labor requirements included. (See Section 9 Labor Standards of the Subrecipient Manual for information on preparing bid packages with labor requirements and wage decisions.) Bids must be solicited by public advertising and conform to State and local law with respect to number of times advertised and scheduled.

All construction contracts in excess of \$200,000 must be advertised at least once in a newspaper of general circulation within the County where the project is located at least 21 days prior to the establish bid opening date and at least 5 days prior to any scheduled pre-bid conference. All construction contracts in excess of \$500,000 must be advertised at least once in a newspaper of general circulation in the County where the project is located at least 30 days prior to the established bid opening and at least 5 days prior to any scheduled pre-bid conference. The advertisement must also call the bidder's attention to the requirement for prevailing wages as well as Section 3, equal opportunity, and other related requirements.

All bid documents for construction shall require a Bid Bond for such projects exceeding the Simplified Acquisition Threshold in 2 CFR 200.326. If required, the Bid Bond will be five percent (5%) of the amount of the bid. Unsuccessful bidders are entitled to full return of their Bid Bond. Upon award by the subrecipient, the successful bidder shall forfeit their Bid Bond, or a portion thereof, upon failure to enter into a Contract within the time prescribed in the bid documents. Subrecipients also have discretion to require bid bonds on contracts under the Simplified Acquisition Threshold if the circumstances warrant such security.

Addendums

If the bid document is amended during the advertisement period, addenda must be sent to all bidders who have received bid documents. If the location, date, or time of the bid opening changes, written notice of the change must be given, as soon as practicable after the change is made, to all persons who are registered to receive any addenda to the plans and specifications. All bidders must be sent copies of each addendum and evidence of notification must be maintained in the bid files. (Any applicable revision to the wage determination must also be distributed as an addendum.)

Confirm Wage Rates

One to two days before the bid opening, the subrecipient must contact Lee County to determine if there have been any modifications or revisions to the Davis-Bacon wage rate decision. The subrecipient should document any changes within the file and the bid documents. If the updated information is not provided in the bid documents before the scheduled bid opening, the subrecipient is liable for the difference between the original and any recently modified rates.

Open Bids

All bids received must remain sealed and in a safe place until the bid opening. The subrecipient should announce at the bid opening the name of each bidder and the price submitted in the bid.

The bids must be reviewed for both technical and legal responsiveness of bids. In addition, the bidders must be evaluated as having the capacity to furnish products and/or services required.

To be responsive, the bidder must have submitted all required documentation. However, the responsiveness criteria must be uniformly applied to all bidders. If one bidder is rejected for failing to submit a particular document, for example, all bidders failing to submit that documentation must be rejected.

Minutes of the opening must denote the apparent low bidder, include a bid tabulation, and be signed and placed in the contract file.

Award the Contract

After reviewing the bids, the subrecipient must award the contract to the lowest responsible and responsive bidder if the bid is within the budgeted amount, preferably within 30 days of the opening. (A contract is awarded by official action of the subrecipient.) Contracts are required to be awarded within a 90-day period. If contracts are not awarded within 90 days of bid opening, any wage rate modifications that occurred within that 90-day period will apply to the contract. If bids are held longer than 90 days, the subrecipient must contact Lee County to determine if any wage modifications have occurred.

If the contract is awarded to a bidder other than the low bidder, the subrecipient must prepare a written statement explaining why each lower bidder was deemed non-responsive or non-responsive.

The subrecipient must check the contractor names against the Exclusions List available at <https://sam.gov/content/exclusions>. The subrecipient must document that the contractors and subcontractors are not on this list.

Performance and Payment Bonds

In accordance with Section 255.05, Florida Statutes, a Performance and Payment bond is required when a contract exceeds \$200,000. Performance and Payment Bonds are also required by 2 CFR 200.326 for projects exceeding the Simplified Acquisition Threshold in 2 CFR 200.326 Any required bond(s) should be noted in the bid documents. Payment and Performance Bonds shall be for 100% of the Contract price.

Additional Forms

File Name	Procurement Templates, Checklists, and Forms
File Location/Link	https://www.leegov.com/procurement

Contact

Lee County's Office of Strategic Resources and Government Affairs (SRGA) is responsible for ensuring compliance with HUD CDBG-DR funding.

To connect with SRGA regarding these efforts, please contact: Email: Recovery@leegov.com

Phone: 239-533-2315

Source Documents

File Name	Buying Right CDBG-DR and Procurement: A Guide to Recovery
File Location/Link	https://www.hudexchange.info/resource/5614/buying-right-cdbg-dr-and-procurement-a-guide-to-recovery/
File Name	2 CFR part 200
File Location/Link	https://www.ecfr.gov/current/title-2/part-200