

**Barnstable County Tied Bid Policy**  
**Adopted December 9, 2020, Revised August 14, 2024**

On the rare occasion of a tie bid, the County must use a tie-breaking method which is fair to all responders. It will be the policy of the County to have the CPO direct the tie bidders to conduct a “second heat” whereas they will be asked to send an additional response with a new bid form on a date and time specific. This can be done electronically through an e-bidding solution or through a formal “in-person” bidding process. Either method will be at the discretion of the CPO and what is deemed most appropriate.

In the event that a tied bid remains after the opportunity of a “second heat”, All bidders involved in the tie will be notified in writing and informed of the tied bid situation. An online randomizer tool will be used to select the successful bidder from the tied bids. The date and time of the random selection will be communicated to the tied bidders, who may witness the process if desired. The entire random selection process will be documented, including screenshots of the randomizer tool’s outcome. The documentation will be made available to the tied bidders and retained as part of the procurement record. The selected bidder will proceed to the contract award phase, subject to the final approval processes as stipulated in the procurement guidelines.