

general policies, orders, and instructions of the County Commissioners in the administration of the public local and other laws applying to the county.

(3) To recommend to the County Commissioners persons for appointment to offices and positions in the county government.

(4) To prepare a comprehensive annual report to the County Commissioners of the operations of the county government.

(5) To ascertain that adequate insurance coverage for the county is maintained at all times, and to assist in arranging for surety bonds for the county officers and employees who are required to furnish bonds.

(6) To be responsible for the care and custody of all county buildings and of all real and personal property of the county.

(7) To perform other duties and functions assigned to [him] THE COUNTY ADMINISTRATOR by the County Commissioners.

(d) Temporary absence.

(1) In the temporary absence of the County Administrator, the County Commissioners may appoint an Acting County Administrator.

(2) During the period of holding this position, the Acting County Administrator has all the powers, duties, functions, and responsibilities of the office of the County Administrator. (1974, ch. 546; 1970 ed. sec. 8-42; 1984, ch. 289)

1-105. Office hours.

The County Commissioners, in [its] THEIR discretion and as the best interests of the county government and of the residents and employees of the county require, may establish and regulate the office hours and working hours of the County Commissioners and of all offices and employments within and under the county government. (1961, ch. 409; 1970 ed. sec. 8-40; 1984, ch. 289)

1-106. Contracts over \$12,000; bids.

(a) Advertising required. The County Commissioners and employees may not enter into any contract of sale or purchase or any contract for any [County] COUNTY work, project, or other expenditure to which the [County] COUNTY is a party where the amount involved in the contract exceeds \$12,000 without advertising for bids in 1 or more newspapers published in the [County] COUNTY. The publication of that advertisement shall appear at least once a week prior to the date on which bids are to be filed.

(b) Lowest bidder. Any contract of sale shall be awarded to the highest responsible bidder; any contract of purchase or other expenditure shall be awarded to the lowest responsible bidder. However, the County Commissioners may reject any and all bids.

(c) Void contract.