

SAMPLE Policy

Receipt of Bids/Proposals

PURPOSE:

To establish procedures that will be followed to assure equal treatment to all prospective bidders.

PROCEDURES:

1. All sealed bids/proposals will be logged into the bid/proposal control sheet.
2. Each bid will be stamped, dated, time of bid received, initiated by person receiving bid.
3. Bids/proposals will be maintained in a secured location until time of opening.
4. Return all bids received/submitted after closing date, unopened to bidder including letter of explanation as to the reason it was returned.

SAMPLE Policy

Procedures for Evaluating and Accepting Sealed Bids

Purpose

To establish procedures for evaluating and accepting sealed bids.

Procedures

Conduct the following evaluation and acceptance procedures:

1. Conduct bid opening (Municipalities – public opening; Non-profits – private opening).
2. Bids must be opened in the presence of the designated procurement individual(s). As bids are opened, record the bidder information and bid amounts.

Note: The contract is not awarded at bid opening.

Evaluation Committee

The evaluation committee must conduct objective assessment of bids based on established evaluation criteria:

1. Prepare summary listing of all bids.
2. Evaluate bids for compliance with all procurement requirements in accordance with applicable local/state/federal policies, procedures, rules and regulations.
3. Ensure bids are responsive, reasonable, and responsible. Evaluation and acceptance must be based on:
 - a. Cost criteria – lowest reasonable prices
 - b. Quality goods and services
 - c. Contractual benchmarks and terms
4. Submit the bidder name, bid amount, and justification for selection of the bidder selected for contract award to City Council or approved designee, Commissioners' Court or approved designee, or Board of Directors or approved designee.