



Administrative Regulations

Number AR23-5
Issue 3

Subject: Procedures for Receipt and Opening of all Formal Bids.

I. PURPOSE

The purpose of this regulation is to establish uniform procedures for the receipt and opening of all formal bids.

II. SCOPE

This regulation is applicable to all City departments and offices responsible directly to the City Manager. It is also requested that elective offices and other independent offices and departments of the City comply with these procedures in the interest of administrative uniformity.

III. POLICY

Section 1804 of the City Charter authorizes the City Manager to designate individuals responsible for the receipt and opening of formal bids.

The following individuals are designated by the City Manager as being responsible for the coordination and opening of formal bids:

- A. The City Purchasing Agent, or assigned alternate, for all Purchasing Division supervised contracts.
- B. B. The Director of Public Works, or assigned alternate, for all Engineering supervised contracts.
- C. The General Manager of the Gas Department, or assigned alternate, for Gas Department supervised contracts.
- D. The Director of Oil Properties, or assigned alternate, for all Oil Properties supervised contracts.

The assignment of alternates for bid openings must be made in writing and receive prior authorization from the City Manager.

IV. PROCEDURES

All formal bids shall be delivered to the office of the City Clerk. Each bid delivered shall be time clocked, dated and initialed by the person accepting the bid.

Bids delivered prior to the specified bid opening time shall be time clocked, dated, initialed and filed in the folder provided for that purpose.

Bids delivered after the specified bid opening time shall be time clocked, dated, initialed and returned to the bidder unopened.

The bids shall be opened on the date and time specified, as set forth in the Notice Inviting Bids, either in the Office of the City Clerk, Plaza Level, City Hall; Office of the Purchasing Agent, Conference Room, 12th Floor, City Hall; the Council Lounge, Lower Level, City Hall; or in the Office of the Director of Oil Properties, Conference Room, 2nd Floor, City Hall. The following procedures shall be observed in the conduct of formal bid openings:

A. Prior to the opening of bids, the designated individual shall state:

"Now is the time for opening of bids for (specification number and title) and (additional specification numbers and titles if more than one bid is to be opened during the same session). No additional bids will be accepted for the aforementioned specifications. Bids will now be opened for (specification number and title) for which (number of) bids have been received."

B. As each bid is opened, the designated official shall read the name of the bidder, identify and review the signature page and, if properly completed, shall state:

"Signature page appears to be in order."

The official shall determine whether an appropriate certified check or cashier's check payable to the City or bid bond is attached, if required, and if so, shall state:

"A certified check, cashier's check, or bid bond in the amount of \$ is attached."

If such documents are not attached, the official must determine whether the bidder has an Annual Bidders Bond, or Continuous Bidders Bond, currently on file with the City. Failing this, the bid must be automatically disqualified.

C. The official shall proceed to read the actual amount of the bid. After each bid has been read, it shall be placed with the envelope containing the bid and passed to an individual from the administering department. At the conclusion of the bid openings, competing bidders will make requests to review all bids received. Such requests shall be honored.