

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 Bids

Purpose

To establish procedures for evaluating and accepting competitive proposals.

Procedures

The agency will evaluate the quotations submitted and select the successful vendor(s) and/or contractor(s).

- If the evaluation is based on cost alone the agency will only need to determine if the vendor and/or contractor meet the minimum requirements and those that provided the lowest cost.
- If factors other than cost are included the agency will have to apply points to each of the criteria and assess each criterion for each quote.

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.
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.