



Policy Directory

Responsible Division: Finance and Administrative Services
Responsible Office: Financial Services/Purchasing
Issue/Revision Date: 12/01/2017

Solicitation of Bids

Policy:

All official requests for prices in the form of bids or proposals for all materials, services and equipment purchased must be made by the Purchasing Department unless otherwise delegated by the Purchasing Department in writing. Request for Bids are issued based on technical specifications provided by the endorser. Specifications, in general, should be broad enough to foster competition and still meet the needs of the department. Bids are typically issued for a minimum two- to four-week period, unless otherwise approved by the Purchasing Department. Once a bid has closed, all responses will be summarized and sent to the authorized endorser for review.

It is the responsibility of the endorser to review the bids received in detail before providing an award recommendation to the Purchasing Department. Awards should be made to the lowest responsible and responsive bidder whose bid conforms to the specifications and meets all requirements and criteria set forth in the Request for Bid. The rejection of any low bid based on failure to meet the bid specifications must be clearly documented for review by the Purchasing Department.