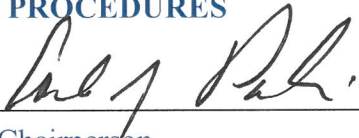




**COMMUNICATIONS ADMINISTRATIVE
 POLICY/PROCEDURE**

Policy No. 420	Date Issued: November 1, 1993
Section: 400 – Purchasing Policies	Date Revised: October 23, 2008
Accreditation Standards:	
SUBJECT: BIDDING PROCEDURES	
APPROVED:	
	Board Chairperson

- 1.0 For the purposes of Policy Section 400, the term *Formal Bidding* shall mean bidding conducted pursuant to the procedures as outlined in this Policy.
- 2.0 For the purposes of Policy Section 400, the term *Purchase* shall mean the acquisition of those supplies and materials or equipment bought in a single transaction from a single vendor.
- 3.0 Purchases of supplies, materials and equipment shall be subject to the bidding requirements as outlined in this policy. Bidding requirements shall not apply in any of the following cases:
 - 3.1 Each purchase of supplies, materials and equipment where the expenditure for which does not exceed \$20,000.
 - 3.2 The purchase or acquisition of any supplies, materials or equipment which does not exceed \$20,000 from or through agreement with any public or governmental body pursuant to Policy No. 431.
 - 3.3 The purchase of supplies, materials or equipment which can be obtained from only one vendor or manufacturer as outlined in Policy No. 441.
 - 3.4 The purchase of supplies, materials or equipment which has be standardized in pursuant to Policy No. 440.

- 3.5 The purchase of supplies, materials or equipment where solicitations of bids would, for any reason, be deemed an Idle Act in accordance with Policy No. 441.
- 4.0 Except as otherwise provided in Policy Section 400, each purchase of supplies and materials and each purchase of equipment, where the expenditure for which exceeds \$20,000 shall be awarded to the lowest responsible bidder, after notice, pursuant to the formal bidding procedures as set forth in this policy.
- 5.0 The notice inviting bids shall be published in an appropriate newspaper of general circulation, at least once, not less than ten (10) days before the date set for the opening of bids.
- 5.1 The General Manager may also solicit bids directly from prospective bidders whose names appear on a pertinent Bidders' List as maintained by any of the Parties to the Agreement by sending such prospective bidders a copy of the Invitation for Bids.
- 5.2 The Authority shall solicit and encourage responses from certified minority, women and disabled-owned suppliers and contractors.
- 5.2.1 The Authority also encourages the good faith effort by contractors, suppliers and vendors to sub-contract and procure from small minority, disabled-owned and women contractors, suppliers and vendors.
- 5.3 Notices inviting bids shall include a general description of the items to be purchased and shall identify the place where proposal forms, specifications and other pertinent documents may be obtained.
- 5.4 Notices inviting bids shall announce the time and place where bids will be opened.
- 6.0 If required by the Board of Directors, each bid shall be accompanied by Bidders Security in the form of a certified cashier's check (bid deposit) or bid bond in such amount as shall be prescribed in the public notice inviting bids.
- 6.1 If the successful bidder fails to execute the contract as bid within the time specified in the notice inviting bids (or in the specifications referred to therein), the Bidders Security may be declared by the General Manager as forfeited to the Authority. Any bonds so forfeited may be prosecuted and collected and the amount of the security paid into the Authority general fund.

- 6.2 Unsuccessful bidders shall be entitled to the return of their Bidders Security.
- 7.0 Sealed bids shall be submitted to the Authority business office at the time specified in the notice inviting bids. At the time and place prescribed in the notice, the General Manager (or designee) shall publicly open all bids and declare the aggregate bid of each bidder.
- 7.1 The General Manager shall examine the bids and prepare and file a written report and recommendation with the Board of Directors.
- 7.2 A tabulation of all bids received, whether accepted or rejected, shall be open for public inspection during regular business hours for a period of not less than thirty (30) calendar days after the bid opening.
- 8.0 The Board of Directors reserves the right to reject any and all bids and may, at its discretion, re-advertise for new bids when it determines that such action would benefit the Authority.
- 8.1 If the Board finds and declares that the amount of the bids were excessive, the Board may have such supplies, materials or equipment purchased at a lower price without re-advertising for bids or further complying with the provisions of this policy.
- 9.0 If two or more bids received are for the same amount and are the lowest bids, the Board of Directors may accept whichever one it chooses or have the award determined by lot.
- 10.0 If no bids are received, the Board of Directors at its discretion, may re-advertise, or may otherwise acquire, in the open market, such supplies, materials or equipment without further complying with the provisions of this policy.
- 10.1 In the event that bids are received, but none of the bids meet the specifications, the Authority shall proceed in accordance with paragraph 10. of this policy (or as if no bids had been received).
- 11.0 In determining the lowest responsible bidder, the Board of Directors and/or the General Manager shall take into consideration the quality offered and its conformity with the specifications, the delivery and discount terms and conditions of the bid, the service reputation of the bidder, and other information and data required to prove the bidders responsibility.
- 11.1 A responsible bidder is a vendor or manufacturer with the capacity in all respects, to perform the purchasing contract completely.

- 12.0 Where formal bidding is utilized, contracts shall be awarded by the Board of Directors to the lowest responsible bidder meeting the specifications, unless the Board rejects all bids.
- 12.1 The Board of Directors shall have the right to waive any informalities or minor irregularities in the bids or bidding process.
- 12.2 All contract bid forms and contracts shall be reviewed and approved as to form by the Attorney for the Authority.
- 12.3 Upon approval by the Board of Directors, all contracts shall be signed by the General Manager on behalf of the Authority.