



City of Arts & Innovation

# City of Riverside Administrative Manual

**Effective Date:** 07/2003  
**Last Review Date:** 12/2022  
**Latest Revision Date:** 12/2022  
**Next Review Date:** 12/2025  
**Policy Owner(s):** Finance Department

**Approved:**

Michael D. Moore  
Michael D. Moore (Dec 29, 2022 17:04 PST)

Department

City Manager

## SUBJECT:

### Competitive Bids

## PURPOSE:

This policy is to establish procedures for the acquisition of supplies, materials, equipment, and contractual services through the competitive bidding process.

**SOURCE OF AUTHORITY:** Purchasing Resolution Article Two, Four and Five

## POLICY:

Purchase and receipt of goods or services shall not occur in advance of an approved purchase order. All purchases shall be made in the following manner:

- a) Informal bids in the open market for purchases of goods and services of \$10,000 or more, up to and including \$50,000 (Article Four);
- b) Formal bids are required for all other purchases of over \$50,000, other than those outlined in the City's current Purchasing Resolution (Article Five).

Departments shall not assign a contract to third party without written consent of the City Manager.

## PROCEDURE:

Responsibility	Action
	<b>Open Market Purchases (\$10,000 - \$50,000)</b>
Originating Department	1. Obtains informal competitive prices from prospective bidders. <ul style="list-style-type: none"> <li>a. One (1) quote – Under \$10,000</li> <li>b. Three (3) quotes - \$10,000 - \$50,000</li> </ul>
Purchasing	2. Evaluates and awards bid to the lowest responsive and responsible bidder.

**PROCEDURE:**

<b>Responsibility</b>	<b>Action</b>
<b>Formal Competitive Bids (Over \$50,000)</b>	
Originating Department	1. Prepares bid specifications and submits them with a purchase requisition to Purchasing.
Purchasing	2. Reviews and approves bid specifications with originating department, City Attorney, and Public Works as required. 3. Prepares bid package. 4. Facilitates all tasks and communications during the bid process. 5. Publishes "Notice Inviting Sealed Bids" on City website via PlanetBids and in Trade Publications of general circulation in the City and indicates bid bond requirements. 6. Sends notice through PlanetBids to all suppliers/contractors who have registered their names under the NIGP category, (Universal Taxonomy for Identifying Commodities and Services in Procurement Systems) that aligns with the bid specifications.
Bidder	7. Maintains prospective bidder's list. 8. Submits sealed bids to Purchasing through the City's eProcurement platform, PlanetBids.
Purchasing	9. Opens and discloses bids in a public forum at the time specified in the Notice Inviting Bids; and receives or recognizes "no-bids" which have not been delivered prior to the time indicated. 10. Evaluates bids received for responsiveness. 11. Performs reference checks for: <ul style="list-style-type: none"> <li>a. Lowest responsive bidder when project is under \$1M.</li> <li>b. Lowest three (3) responsive bidders when project exceeds \$1M.</li> </ul>
Originating Department	12. Sends final bid packet to Originating Department for review and confirmation of lowest responsive and responsible bidder. 13. Prepares City Council/Board report for award of bid. <ul style="list-style-type: none"> <li>a. Public Utilities Department:               <ul style="list-style-type: none"> <li>i. Board of Public Utilities for budgeted projects.</li> <li>ii. Board of Public Utilities and City Council report required only if funding not included in approved budget.</li> </ul> </li> </ul>
Purchasing	14. Prepares supplemental reports for committees, boards and other bodies, if required. 15. Submits Agenda report(s) through the online portal for Purchasing Concurrence. 16. Prepares Bid Award Recommendation Form recommending bid award or rejection and provides Purchasing Concurrence. 3. Forwards copy of bid award recommendation form to City Clerk and originating department through the online portal. Original contractor bids to accompany copy of form to City Clerk.

**PROCEDURE:**

<b>Responsibility</b>	<b>Action</b>
Originating Department	17. Submits Agenda report(s) and supporting attachments to Legistar for approval routing.
City Council/Board of Public Utilities	18. Takes appropriate action.
City Attorney	19. Prepares and approves contract.
Originating Department	20. Forwards duplicate originals to the successful bidder for appropriate signatures, bond, and insurance certificates.
	21. Checks contract after signing by successful bidder for appropriate signatures, bond, and insurance certificates.
	22. Obtains required signatures approving the contract as binding the City for acquisition of materials, supplies, equipment, or contractual services.
	23. Forwards contract to City Clerk.
	24. See Administrative Manual Number 01.026.00 for the Digital Signature Policy.
City Clerk	25. Secures required signature on contract and attests thereto.
	26. Mails one duplicate original of contract to contractor and retains one duplicate original in City Clerk's Office.
	27. Sends copy of contract to originating department and any interested parties.
Originating Department	28. Attaches Agenda report, Minutes, and Contract to Purchase Requisition.
Purchasing	29. Processes purchase order.