



City of Arts & Innovation

City of Riverside Administrative Manual

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Approved:

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Department

City Manager

SUBJECT:

Waiver of Formal Competitive Bids

PURPOSE:

To establish a procedure for obtaining a waiver of the formal competitive bidding requirements.

SOURCE OF AUTHORITY: City Charter Section 1109

POLICY:

Except for Public Works projects covered by State law, the City Council may waive the formal competitive bidding procedures when, in its opinion, it is in the best interest of the City to do so.

PROCEDURE:

Responsibility	Action
Originating Department	1. Initiates City Council memorandum requesting bid waiver and submits to Purchasing through online portal for concurrence.
Purchasing Manager	2. Reviews and concurs with request for bid waiver based on City Charter and Purchasing Resolution.
Originating Department	3. Submits City Council memorandum to Legistar for approval routing.
City Council	4. Determines whether or not to waive formal competitive bidding procedures and takes appropriate action.
Originating Department	5. If approved by City Council, forwards Purchase Requisition to Purchasing with copy of Council memorandum, Council Minutes, and supporting documents for issuance of purchase order.
Purchasing	6. Issues purchase order.