



# City of Riverside Administrative Manual

Effective Date: 10/2012  
Review Date: 10/2015  
Prepared by: Finance Department

Approved: [Signature] Department  
[Signature] 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.

**POLICY:**

All purchases shall be made in the following manner: a) Informal bids in the open market for purchases of goods and services of \$2,500 or more, up to and including \$50,000, b) Formal bids are required for all other purchases of over \$50,000, other than those outlined in the Utilities Exception of Section 602 of the Purchasing Resolution.

**PROCEDURE:**

Responsibility	Action
Purchasing	<ol style="list-style-type: none"> <li><b>Open Market Purchases</b> Obtains informal competitive prices from prospective bidders.</li> <li>Evaluates and awards bid to the lowest responsive and responsible bidder(s).</li> </ol>
Originating Department	<ol style="list-style-type: none"> <li><b>Formal Competitive Bids</b> Prepares bid specifications and submits them with a purchase requisition to Purchasing with a list of potential bidders.</li> </ol>
Purchasing	<ol style="list-style-type: none"> <li>Reviews and approves bid specifications with originating department, City Attorney and Public Works as required.</li> <li>Pre-encumbers necessary funds.</li> <li>Prepares bid package.</li> <li>Publishes "Notice Inviting Sealed Bids" on City Website and in Trade Publications of general circulation in the City and indicates bid bond requirements.</li> <li>Forwards to all responsible suppliers/contractors who have requested their names be added to bidder's list a copy of such notice as to acquaint</li> </ol>

**PROCEDURE:**

<b>Responsibility</b>	<b>Action</b>
	them with the proposed procurement.
Bidder	9. Maintains current bidder's list.
Purchasing	10. Submits sealed bids to Purchasing.
	11. 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.
	12. Evaluates bids received with originating department.
Finance Director	13. Prepares Bid Award Recommendation Form No. 142 recommending bid award or rejection and forwards with original bids to Finance Director.
	14. Reviews bid award recommendation and related documents for funding verification and approval.
	15. Prepares supplemental reports, if required.
	16. Forwards copy of bid award recommendation form to City Clerk and originating department. Original bids to accompany copy of form to City Clerk.
Originating Department	17. Prepares City Council (Public Utilities Dept. - Board of Public Utilities and City Council only if not included in approved budget) report for award of bid with bid award recommendation form attached.
City Manager	18. Approves Council report for consideration by City Council.
City Council	19. Takes appropriate action.
City Attorney	20. Prepares and approves contract.
	21. Forwards duplicate originals to the successful bidder for appropriate signatures, bond and insurance certificates.
	22. Checks contract after signing by successful bidder for appropriate signatures, bond and insurance certificates.
	23. Obtains City Manager's signature approving all contracts binding the City for acquisition of materials, supplies, equipment or contractual services.
	24. Forwards contract to City Clerk.
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 Finance Department, originating department and any interested parties.
Purchasing	28. Processes purchase order.
Successful Bidder	29. Assigns no contract to third party without the written consent of the City Manager.
City Council	30. Declares forfeited to the City the amount of bidder's surety in event: <ol style="list-style-type: none"> <li>a. Bidder neglects or refuses to enter into the contract within the time specified in the notice inviting bids.</li> <li>b. Bidder neglects the specifications referred to therein.</li> </ol>

Distribution: Regular