

## Procedure for Opening Bids

\_\_\_\_\_ Public Library

1. The author or designer of the bid package shall provide appropriate tabulation forms.
2. At the appointed hour, the architect or the Library's representative shall declare the bidding closed and determine the following:
  - a. Were all addenda, if required by the bid specifications, received? (List addenda by number and identify.)
  - b. Does anyone present desire any clarification of plans, specifications, or bid documents?
  - c. Was anyone denied the right to bid?
  - d. Are there any objections to proceeding with opening of bids?
3. Should there be cause, the bidder may at this point change or withdraw his/her bid. In the event of objection to opening of bids, the Library's representative will note the name of the objector(s) and the reason for objection. The matter will then be referred to the Library legal counsel who will decide on procedure as follows:
  - a. Attempt to satisfy the objection.
  - b. Secure complete information as to objection and proceed with opening the bids under protest, for later disposition by proper authority.
  - c. Postpone the bid opening to a later date to allow sufficient time for the objection to be justified.
  - d. Rule the objection as informal and proceed with opening of bids.
4. The bids shall be read aloud to the assembled group in the following order:
  - a. name of bidder;
  - b. license number of bidder, if required;
  - c. bid security and amount if certified check;
  - d. Fair Employment Compliance, if required;
  - e. base bid;
  - f. alternate bid, if any;
  - g. unit price (only if it may influence determination of low bidder, or if requested);
  - h. completion (or delivery) date;
  - i. any other pertinent information.
5. Upon conclusion of opening and recording bids, thank all participants.
6. State apparent low bidder, subject to review and analysis by staff.
7. Give date staff recommendation will be made to the Library Board of Trustees.
8. Remember, only the Board can reject, waive technicalities, or award bid. **Staff only recommends!**