

CITY OF EUREKA

Category: ADMINISTRATION

POLICIES & PROCEDURES

Subject: BID RECOMMENDATION
REPORTS

Date Adopted: January 1, 1976

File 1.62
Number

POLICY OBJECTIVE

To insure that staff bid recommendation reports contain adequate information and address the areas, which may be of concern to the City Council.

ASSIGNED RESPONSIBILITY

City Manager, Department Heads

APPLICABILITY

All bid award recommendations.

POLICY

The following areas of concern shall be addressed in bid award reports prepared in the Agenda Summary format:

1. A brief description of the nature of the work to be performed or materials ordered under the bid. If the bid is for work or materials for a larger project, a brief description of the larger project should be included.
2. If available, the engineer's estimate of work or materials bid should be noted. If the recommended bid is substantially greater than the estimate, the report should contain a brief explanation of the reason.
3. The name and address of the firm recommended for award of the bid and the bid amount.
4. An indication that the recommended bid award is the low bid or the justification to award the bid to a higher bidder.
5. The source of funding of the award, i.e. budget activity and account, and whether or not adequate funds are budgeted. If the materials or work are part of a larger project, the total appropriation for the project should be noted as well.
6. If additional funds beyond the original appropriation are requested, the recommended source of additional funds should be noted.

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7. Attached to the bid report should be a bid summary table itemizing each bid and its component parts and alternates. If the bid is for materials, any transportation charges and sales taxes should be noted. In addition to the standard bid summary information, the names of firms from which bids were solicited should be noted even though some firms may not have submitted a bid. If no bids or fewer bids than expected are received, the bid report should explain why.
8. If the bid is not to be awarded "lump sum", but portions awarded to different firms, the division of work or materials should be clearly indicated on the bid summary.
9. If you are aware of action previously taken by the City Council with respect to the project, the bid report should give a brief synopsis of that action for background.