

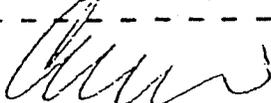
POLICY NUMBER  
APM-2-91

City of Miami

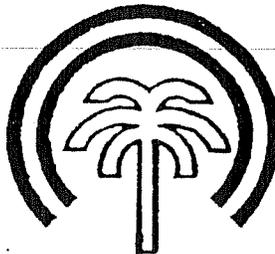
REVISIONS

February 4, 1993

ISSUED BY:  
Cesar H. Odio  
City Manager



SIGNATURE



ADMINISTRATIVE POLICY

REVISED  
SECTION

DATE  
REVIS

Sections 1-4  
Revised  
Sections 1, 2 & 3  
Cleanup

02/04,

SUBJECT: PRE-BID OPENING PROCEDURE

PURPOSE: To facilitate the orderly scheduling of bid openings.

Effective this date, this Administrative Policy supersedes all previous directives relating to the scheduling of bid openings.

THE POLICY WILL BE AS FOLLOWS:

The following procedures will be followed with reference to the receipt of any and all documents concerning Invitations to Bid and Requests for Proposals to be received and/or opened by the City Clerk.

PROCEDURES:

- 1) A notice of the bid opening, stipulating the time and date for receipt of said documents, shall be sent to the City Clerk at the time the advertisement is placed by the administrative department or office which issued said Invitation for Bids (IFB) or Request for Proposals (RFP). A MINIMUM OF TEN (10) DAYS ADVANCE NOTICE IS REQUIRED by the Clerk in order to allow for adequate staffing, scheduling, or rescheduling (in instances of overlapping dates) of the bid opening date. Unless the user department meets this minimum notice requirement, the City Clerk will refuse acceptance of said bid and the department will be forced to reschedule receipt of said bids or proposals.
- 2) The user department shall make a representative available to the City Clerk to assist with the transport of large boxes (usually samples of goods requested in the IFB or RFP) to the appropriate department ultimately charged with the responsibility of tabulating results. These items will be marked for identification by the City Clerk prior to their removal from the Clerk's office.
- 3) Specific direction should be included in the IFB or RFP to require that bidders or proposers AFFIX AN ENVELOPE TO THE OUTSIDE OF THE BOXES OR PACKAGES CONTAINING THE BID BONDS AND



DOCUMENTS. Said envelope shall include ALL required documents under the IFB or RFP, such as: (a) checks; (b) bid bonds (Since the bid bond is part of the thick IFB or RFP document, kindly detach said pages from the bid document and insert them in the "Document" envelope provided in your packet); (c) bid bond vouchers, or (d) any other documents required by the IFB or RFP. This guideline is instituted in order to eliminate a needless and time consuming search through all relevant documents (at the time of bid opening) and to expedite and facilitate the recording of pertinent bids and/or proposals. If the bidder in question neglects to follow these guidelines, his/her bid/proposal will be automatically disqualified. The IFB and RFP documents should point out that the bid documents or proposals shall be submitted only to the City Clerk. Any bids or RFP(s) which are delivered to any other City office, will be considered not to have been appropriately delivered and will be disqualified.

- 4) When duplicate original bids are submitted, one of the two duplicate originals shall be turned over by the City Clerk to the user department representative to be used as a "work copy" or as an administrative aid during the department's evaluation.

If any bids or proposals come to the City Clerk's window and the City Clerk finds that no prior notice for receipt of said bid or proposal existed, said bid or proposal shall be rejected.