

Procedures for Bidding of Products and Services

The following procedure gives the process for creation, implementation, and final review and acceptance of a legal bid.

Bidding for Products and Services

Creation of Legal Bid

When the Park District is procuring products or services that in total, by product or service type, exceed \$20,000 in a fiscal year, that product or service must be legally bid. The creation of a legal bid must be completed through the Business Operations Department which is responsible for confirming that all bids follow legal requirements and meet Park District standards.

The Finance Manager will work with the employee to craft the scope to ensure the Park District will receive the desired product or service in the format they want as well making sure the language is tight enough to ensure quality bids on the project. Once the bid specifications are written, the Finance Manager will send a legal notice to the local paper of record one week prior to the bid window opening. All Park District bids will be placed online using the Park District's RFP/Bid tool which requires a users to register (and make themselves known) in order to receive the bid documents. This will be placed online the morning the bid window opens.

Bidding Process

When the bid window is open, staff shall adhere to the following guidelines:

- All requests for the bid packets must be done online to ensure all bidders and their contract information are captured.
- Any answers to questions from one bidder or clarifications made by the Park District must be issued as addendums to all bidders of record to ensure no one is given an unfair advantage over the group. All addendums must be sent out to all bidders of record and incorporated into the documents online for future bidders to view.
- Depending on the scope of the project, a pre-bid walk-through may be necessary on capital construction projects to give clarification to bidders.
- No bids should be opened before the designated time on the bid documents.

Bid Review

On the day of the bid opening, either the Director of Finance or Finance Manager must attend the bid opening with assistance of the employee responsible for the bid. Each bid must be read aloud and tabulated for future use. Bidders may review the bids at that meeting or request to do so in the future.

Once all the bids are opened, staff will determine the lowest bidder based solely on the base bid. Mixing of alternates together to get a desired contractor is not allowed by state law. Once the lowest cost bidder is decided, the Director of Finance and Finance Manager will work with the individual responsible for the bid to determine if the firm is a responsible and responsive bidder.

References should be checked and work history should be examined. Staff must also review the required bid documents to ensure full completion. If the documents are not fully completed, that firm should be excluded. If the firm has completed all necessary bid documents and is found to

be responsible and responsive, the bid will be brought to the Board of Commissioners for a vote to accept or decline the contract.