Subject:	Effective Date:
	January 9, 2017
BID PROTEST	Supersedes:
	2/22/10

I.   PURPOSE:

To identify the process pertaining to the submission, receipt, and review of bidders protests and the determination thereof.

II.   SCOPE:

These rules & regulations cover bidder's protests of any bid award.

III.   GENERAL:

Only a bidder submitting a bid may protest an award decision and all protests must be submitted in writing to the Administrator of Purchasing.

IV.   PROCEDURES:

A. SUBMISSION OF PROTEST

1. Upon notice of a bid award, bidders may protest the award by submitting their protest in writing to the Administrator of Purchasing.

2. The written protest submitted must:

   a. Specifically state the bidder's objection(s) to the award.

   b. Identify the bid number.

   c. Specifically state the desired remedy.

   d. Be clearly designated PROTEST.

   e. Be addressed to the Purchasing Administrator.

   f. Be received within two (2) calendar weeks of the award decision.

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B. REVIEW AND DISPOSITION

1. Upon receipt of the written protest:

    a. The Administrator of Purchasing or his/her designee will fully investigate the protest.

    b. A written decision will be provided to the protesting bidder stating the reason(s) for the action taken.

2. If the protest investigation is inconclusive and more information is necessary, the following will occur:

    a. The Administrator of Purchasing or his/her designee will schedule an informal hearing to complete said investigation.

    b. Within five (5) working days from the date of the hearing, a written decision will be provided to the protesting bidder stating the reason(s) for the action.

C. DETERMINATION

1. All decisions made with regard to bid protests will be addressed in writing.

2. The decision of the Administrator of Purchasing is final.