

Title:		Contents:	PP-0520
BIDS - FORMAL		Submitted By:	Purchasing Division
		Approved By:	Purchasing Agent
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Formal Bids

The County of Los Angeles utilizes the formal bid process, Request for Bid (RFB), for non-agreement purchases exceeding \$10,000 and for all applicable agreement purchases*. The formal bid is the preferred method of bidding for materials, supplies, equipment and some services. It is a sealed bid process, utilizing standardized bid lists, public reading, and total public disclosure of competition, awards and rejections. The formal bid is publicly posted and listed on the Internet. Any vendor may receive a copy of the bid. The formal bid process promotes the highest level of public confidence in the integrity of the purchasing organization and its ability to treat all bidders fairly and to provide a level playing field for all participants.

*Exceptions: Sole source acquisitions and purchases made in accordance with the Simplified Acquisition Process (Policy P-4700) are exempt from the formal bid process.

Key Elements of an RFB

- Sealed bid process.
- Public bid reading.
- Standard Terms and Conditions (for bidding).
- Bidder's certification to comply with various Board mandated policies, including but not limited to, Bidder's Attestation of Willingness to Consider GAIN Participants, Jury Service Program, Defaulted Tax and Prohibition Against Use of Child Labor.
- Special Terms and Conditions.
- Insurance Requirements.
- Specifications – T-Spec or Statement of Work (SOW)

Bidder Notification

In accordance with County purchasing policy number P-0300, all vendors registered through the LA County WebVen system for the commodity code(s) being solicited will be notified via email that a solicitation is available for review and download from the LA County bid website at <http://camisvr.co.la.ca.us/lacobids/>. In addition, the RFB may be mailed to vendors in accordance with policy number P-0300, BID LISTS by the Purchasing Agent.