

Title: BID REFERRAL LETTER		Procedure No. PP-0580
		Submitted By: Purchasing Division
		Approved By: Purchasing Agent
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Policy

The Purchasing Agent shall not award a bid to a lower priced alternate offer without the concurrence of the requisitioning department.

Awarding Bids

As a general rule, the Purchasing Agent may award and purchase low bid - as specified without input from the department with the following exceptions:

1. Lower priced alternate offers are available, or
2. When the offers are of a highly technical nature and beyond the expertise of the Purchasing Agent, or
3. The actual cost is significantly higher than the department's estimated cost, the Purchasing Agent must obtain input from the department as to which offer is to be accepted.

Bid Referral Procedures

The Purchasing Agent will prepare a Referral Letter and attach a copy of the "Guidelines for Reply to Referral Letter" to the department. The offers, and bid specifications will be referred to the department including, literature, technical data and any documents submitted with the bids.

1. The department will perform a technical evaluation of the offers and submit a written award recommendation letter/memo to the Purchasing Agent.
2. The Purchasing Agent will ensure that a sub-specification offer is not being awarded.
3. If other than the low bid is accepted, the department must provide technical reasons, based on the bid specifications, for such rejection. The Purchasing Agent will review the reasons for rejection and if the Purchasing Agent concurs with the department's recommendation, Purchasing Agent will reject the lower alternate offers.