

Bid Process

1. **Bid Number/Name:** Assign a bid number and a “name/title,” enter information into the bid log. Create a file. (make sure a purchase order is typed)
2. **Advertisement:** Place ad at least four (4) days before the advertisement date. (two types: with surety or without surety).
3. **Mail out Bid packets:** After confirming (and placing original in the bid file) that the ad is on our website (and The Bergen Record), mail out the bid packets. Packets must contain the advertisement, the specifications and boilerplates. Remember to enter the pertinent information into the bid log and into the log book (make a copy for the file). Original specification must be placed in the file (note if it is with or without surety). THERE MUST BE **AT LEAST** 10 DAYS (HOLIDAYS EXCLUDED) BETWEEN THE DATE OF ADVERTISEMENT AND THE BID OPENING.
4. **Receipt of Bid packets:** (If there are not any bids received, you must re-advertise and follow the same procedure (adding an R to the bid number).) If bids are received (determine the valid/in-valid bids) you must decide to whom the award will be given. If necessary, you might have to get the approval of the requesting department.
5. **Resolution:** Prepare resolution. Resolutions must be prepared at least two weeks before the meeting. Board approval must be received before the purchase order(s)/award of bid letter(s) can be released.
6. **Award of Bid Letter:** Mail out the award of bid letter(s) notifying them of the award. If necessary, request any required paperwork (AA certificate, insurance, bond, etc.)
7. **Bid Log:** Complete the bid log information (vendor name, board date, etc.)