

## **CITY OF COUNCIL BLUFFS INTEROFFICE MEMO**

**FROM:** Matthew Cox, City Engineer  
**DATE:** March 28, 2011  
**SUBJECT:** Public Bid Opening Procedures

### **Purpose of Policy**

This policy shall serve as guidance for City of Council Bluffs Public Works projects to comply with Iowa laws and administrative regulations regarding competitive bidding of construction contracts.

### **Procedures**

Bids shall be received in the City Clerk's office until the advertised time. Upon receipt of the bid documents from a contractor, the City Clerk or designee shall time stamp each of the sealed envelopes representing the bid bond and the proposal. The name of each bidder shall be recorded in the order in which the proposals were submitted. Once the time has reached one minute passed the bid letting time, all of the submitted bids shall be collected and taken to the Council Chambers for public reading by the City Clerk. Late bids cannot be accepted.

The City Clerk shall begin the bid opening by announcing the project number and name.

The City Clerk shall announce the first bidder's name, open the bid bond envelope and review the bond. The engineering consultant project manager will also review the bid bond. If the bond appears to be in order, it shall be placed on file.

After reviewing the bid bond, the City Clerk shall open the bid proposal envelope. The engineer shall review the proposal for completeness before returning to the City Clerk. The City Clerk shall then stamp and number each page of the proposal form and read aloud the bid amount for the project.

This procedure is repeated until all of the bids have been announced. After the last bid is read, the engineer's estimate shall be provided and the bidders thanked.

If questions arise regarding a contractor's bid documents, the City Attorney's office shall be consulted regarding the responsiveness of the bid. If they are unavailable or cannot make a determination at the time of opening, the bid shall be read.

The City Clerk shall provide copies of all bid documents to the engineering consultant, Public Works representative and Water Works representative when applicable. The bid opening process is then complete.