



**DENVER
HEALTH**
Level One Care For ALL

Origination:	08/2008
Last Approved:	10/2015
Last Revised:	10/2015
Next Review:	10/2018
Owner:	Kaylene Osborn: Purchasing Manager
Policy Area:	Purchasing
References:	

Public Bids Opening Procedures

Document Type: Policy/Guideline

PURPOSE

To define the policies and procedures for opening bids and making award recommendations regarding DHHA construction and remodeling projects that are bid using a public and competitive bidding process, also known as Invitation for Bid (IFB).

SCOPE

DHHA – All locations and departments

DEFINITIONS

Invitation for Bid (IFB): An invitation to contractors or suppliers to submit a proposal on a specific project to be realized or product or service to be furnished. The contractor or supplier with the lowest bid is awarded the contract, provided that they meet the minimum criteria for the bid.

GUIDELINE

The DHHA Buyer/Supervisor, or his authorized designee, shall be responsible for the conduct of bid openings and the activities of the Bid Review Committee.

PROCEDURES

A. General Procedures

1. Bid responses shall be date stamped with the correct date and time as they are received by the designated DHHA representative. The exact time each bid response is received shall be noted and recorded on the bid response using an appropriate time-keeping device. All bid receipt times will be recorded using the same time-keeping device. The individual designated to receive bids for DHHA shall announce the time remaining to receive bids once every minute beginning ten (10) minutes prior to the closing time for accepting bids. Once the closing time is announced, additional bids will not be accepted.

2. Bids shall be opened publicly and read aloud by the DHHA Buyer/Supervisor or his/her authorized designee. In order to guard against any errors in reading the bid responses and recording the results on the Bid Tabulation Sheet, the following procedures shall be utilized during the opening of the bid responses:
 - a. The DHHA Buyer/Supervisor, or his/her authorized designee, shall open the bid responses and shall read aloud the base bid amount, the alternate amounts (if any), unit prices (if any), and the proposed length of construction time. The Buyer/Supervisor or authorized designee shall review all of the required forms, documents and signatures, and shall indicate whether these have been submitted by each bidder. The Buyer/Supervisor or authorized designee shall also ensure that the bid information is recorded accurately on the Bid Tabulation Sheet.
 - b. A Bid Tabulation Sheet shall be prepared prior to the bid opening. The information required to be submitted as part of the bid response (e.g., bid amount, alternates, contract time, and any other required information) shall be recorded on the Bid Tabulation Sheet by the DHHA Buyer/Supervisor or his authorized designee.
 - c. At least two (2) other persons designated by the DHHA Buyer/Supervisor or his/her authorized designee, (hereinafter "Bid Reviewers"), shall assist the Buyer/Supervisor or his/her authorized designee during the bid opening and shall review the bid responses, bid amounts, unit prices, contract time, schedules, documents, signatures, and all other information required to be submitted by the bidders.
 - d. The Bid Reviewers shall review the bid responses and the Bid Tabulation Sheet at the time of the bid opening. The Bid Reviewers shall check the bid responses for errors, omissions and unauthorized alterations. The Bid Reviewers shall each record the results of their review on the Bid Tabulation Sheet.
 - e. Each Bid Reviewer shall affix his or her signature to the Bid Tabulation Sheet, along with their name, title, and date of bid review. The Bid Reviewer's signature on the Bid Tabulation Sheet shall indicate that the Bid Reviewer has examined the bid response and that the information contained in the Bid Tabulation Sheet is correct.

B. Criteria to be used for the determination of Responsiveness.

1. All forms indicated in the bid package should be completed by the bidders per the instructions in the bid package. In addition to the other requirements of the bid documents, the Bidders are required to provide the following:
 - a. Bid Form;
 - b. Bid Bond;
 - c. Construction Schedule Information;
 - d. Letter certifying compliance with safety criteria;
 - e. Résumés of key personnel;
 - f. Documentation of past performance;
 - g. All minority-owned and women-owned business entities (MBE/WBE) documentation.
2. A bid may be declared nonresponsive if any of the required bid documents are missing, incomplete, inaccurate or altered as determined by DHHA. Determinations of responsiveness shall be made by the Bid Review Committee.

3. The Bid Form should be completed in its entirety and in compliance with the bid requirements. Unauthorized changes to the Bid Form are generally not permitted. Unauthorized changes, additions, deletions or contingencies to the Bid Form or bid response may be cause for rejection of the bid at the discretion of DHHA.
 4. DHHA may waive any minor or technical errors or omissions in the bid response. DHHA may waive any minor changes or alterations in the bid response provided such errors, omissions, changes or alterations are not material to the bid as determined by DHHA.
 5. A Bid Bond must be included in the bid response and must be duly signed and complete.
- C. The Buyer/Supervisor, or his/her authorized designee, shall be responsible for selecting the members of The Bid Review Committee and for coordinating the activities of The Bid Review Committee. The Buyer/Supervisor, or his/her authorized designee, shall be the Chairperson of The Bid Review Committee. The Bid Review Committee must have at least three (3) Members and may include: representatives of the Bond Program, DHHA Purchasing staff member, DHHA Accounting/Finance staff member, DHHA Engineering staff member, and a DHHA Executive staff member. Others may be included at the discretion of DHHA Buyer/Supervisor.
- D. The Bid Review Committee shall meet within thirty (30) days after the bid opening to review the bid responses and to analyze the bid evaluation criteria for completeness and accuracy.
- E. A bid may be deemed non-responsive if any of the bid documentation, or any other information required by the bid documents, is missing, incomplete, inaccurate, misrepresented or altered as determined by DHHA. Non-responsive bids may be rejected by DHHA. DHHA may reject or accept any bid if doing so is determined to be in the best interests of DHHA.
- F. The Bid Review Committee will analyze the bids in the following manner:
1. Each Committee member will be provided with a copy of the bid responses prior to the Committee meeting. The Bid Review Committee members will review the bids individually before meeting with the Committee to discuss the same.
 2. The Bid Review Committee will meet to review and discuss the bid responses. The Buyer/Supervisor shall maintain a sign in sheet to record the attendance of the Committee Members. A recorder for the Committee will take notes on a Bid Tabulation Master Work Sheet. The Committee Members will make initial determinations of responsiveness after a review and discussion of each bid response.
 3. The Committee shall formally vote on the determinations of bid responsiveness. Determinations of bid responsiveness shall be made by a majority vote of the Committee. The Chairperson (Buyer/Supervisor) and each Member shall be entitled to one vote. If a majority of the Committee cannot agree on a determination of responsiveness, the final determination of responsiveness shall be made by the Chairperson. Determinations of bid responsiveness shall be recorded by the Committee in writing. If any bid is determined to be not responsive, the Committee will provide a written rationale for its determination of responsiveness.
 4. Following the determination of responsiveness, the Committee shall select a recommended bidder for award. The recommended bidder shall be selected from the pool of responsive bidders as determined by the Committee. The Committee shall use the evaluation criteria contained in the bid documents when making a determination regarding the recommended bidder. The Committee shall attempt to reach a unanimous agreement on the selection of the recommended bidder. If a unanimous agreement cannot be reached by the Committee, the recommended bidder shall be chosen by a majority vote of the Committee. The Chairperson (Buyer/Supervisor) and each Member of the Committee shall be entitled to one vote. If a majority of the Committee cannot decide on a

single recommended bidder, the Committee may submit more than one recommended bidder to the Facilities Management Committee along with a written explanation of the Committee's action. The Buyer/Supervisor or his/her authorized designee may also attend the Facilities Management Committee to provide a further explanation of the action of Bid Review Committee.

5. The recommended bidder is that person or entity which the Bid Review Committee determines to have submitted the best and most responsive and responsible bid considering the evaluation criteria contained in the bid documents. The name of the recommended bidder will be submitted in writing to the Facilities Management Committee for review and consideration along with the Bid Tabulation Master Work Sheet and any other appropriate documentation.

G. If the recommended bid amount is less than one million dollars (\$1,000,000), the Facilities Management Committee will make the final selection for award. If the amount of the recommended bid is one million dollars (\$1,000,000) or more, the Facilities Committee will make a recommendation to the DHHA Board of Directors. The DHHA Board of Directors will make the final selection for award for all bids in the amount of one million dollars (\$1,000,000) or more.

H. The DHHA Hospital Representative, the Director of Support Services or other designated individual shall prepare a Form 1197 for the creation of the final contract documents. This individual will notify the Purchasing Department of the decision of the DHHA Board of Directors and will forward a completed Form 1197 to the Purchasing Department for processing.

I. The Buyer/Supervisor, or his authorized designee, is responsible for preparing the Award Letter and rejection letters. The Buyer/Supervisor, or his authorized designee, shall forward the Award Letter to the selected contractor upon receiving authorization from the DHHA COO or their authorized designee.

RELATED DH POLICIES AND GUIDELINES

A. Contract Process

Attachments:

No Attachments

	Committee	Approver	Date
		Colette Morris: Program Manager of Document Management	11/2015