

EXHIBIT I
BID PROTESTS

I. Definition

- A. Bid Protest Board** - The Director of Administration, the Purchasing Officer, a Department Head, and a fourth member selected at the discretion of the Director of Administration.
- B. Interested Party** - An actual or prospective bidder, offeror, or contractor who may be aggrieved by the solicitation or award of a contract, or by protest.
- C. Protest** - A complaint relating to the solicitation or award of a procurement contract.
- D. Protester** - An actual or prospective bidder, offeror, or contractor who is aggrieved in connection with the solicitation or the award of a contract, and who files the protest.

II. Filing a Protest

- A.** An interested party may protest to the Director of Administration against the award or the proposed award of a contract subject to this document.
- B.** The protest shall be in writing and addressed to the Director of Administration.
- C. Time for Filing:**
 - 1. A protest based upon alleged improprieties in a solicitation which are apparent before bid opening or the closing date for receipt of initial proposals shall be filed before bid opening or the closing date for the receipt of initial proposals.
 - 2. In cases other than those covered above, protests shall be filed not later than seven (7) days after the basis for the protest is known or should have been known, whichever is earlier.
 - 3. The term "filed" as used above means received by the Director of Administration. Protesters are cautioned that protests should be transmitted or delivered in a manner that shall assure earliest receipt. A protest received by the Director of Administration after the time limits prescribed above will not be considered.
- D. Form - To expedite handling of protests, the envelope or fax should be labeled "protest." The written protest shall include, as a minimum, the following:**
 - 1. The name and address of the protester.
 - 2. Appropriate identification of the procurement, and if the contract has been awarded, its number, if known.
 - 3. A statement of reason for the protest.
 - 4. Supporting exhibits, evidence, or documents to substantiate the reason for the protest, unless not available within the filing time, in which case the expected availability dates shall be indicated.
- E. Notification** - The Director of Administration may submit a copy of the protest to the City Attorney upon receipt of the protest and consult with legal counsel.
- F. Requested Information** - In order to expedite consideration of the protest, any additional information or substantiation requested by the Director of Administration shall be submitted within five (5) working days. Failure to comply with a request for information by the Director of Administration will result in a resolution of protest without consideration of any outstanding information.
- G. Available Information on Protests** - Upon written request, the Director of Administration shall make available to any interested party information submitted that bears on the substance of the protest, except when information is confidential or otherwise is permitted or requested to be withheld by law.
- H. Final Decision** - The Bid Protest Board will review the protest and all pertinent information to render a decision. The decision of the Protest Board is final.