

Bid Procedures

Prior to Bid Opening

The Temecula City Council approves plans and specs and authorizes solicitation of bids.

A "Notice Inviting Bids" will be published at least twice, in the local newspaper (the Press-Enterprise) and Trade Journals. If it is a State or Federally funded project (i.e. a CDBG funded project), it will be advertised three times. Public Improvement Bids (Informal Bids - \$25,000 to \$75,000) will be advertised at least 10 days in advance of the bid opening. Capital Improvement Projects over \$75,000 (Formal Bids) will be published at least 14 calendar days before the date of opening bids.

Bid Opening

Bids will be received at the City Clerk's counter anytime up until the deadline. They may be received by mail, Federal Express, walk-in, etc. and will be date and time stamped immediately upon their arrival.

Bids will remain sealed until time of bid opening. No bids will qualify for opening if received after the deadline. If a bid is received before the deadline and the bidder wants it back, it is permissible. If the bid is resubmitted, it will be time stamped with the new time. All bids received after the specified bid opening time shall be returned unopened.

At the designated time, bids will be opened in public by the City Clerk (or Deputy City Clerk) with a second employee from the City Clerk's office to record the bids as they are read. The number of bids received will be announced, as well as the name of the bidders. If a bid bond or cashier's check is required, the declaration will be made that the bid bond is in order and the total bid amount will be announced. If a bid bond or cashier's check is required but was not submitted with the bid, the bid will be rejected.

The initiating department (i.e., Public Works), will be given the bids for evaluation, and will initiate the Award of Bid process with the apparent low bidder.

Council Award of Bid

Bids are not awarded until they are placed on a Council meeting agenda and approved by the City Council. Bids submitted by unsuccessful bidders will be kept for 30 days after the Council meeting in which the contract is awarded. Once all of the required documents have been received from the bidder who was awarded the contract (and it has been at least the requisite 30 days), bid release letters will be sent to the unsuccessful bidders, returning their bid bonds.

Please note that notices posted on the web site do not constitute legal postings; official posting locations for Public Hearings, Agendas, and other legal notices are the following: Temecula City Hall, Temecula Chamber of Commerce, Temecula Community Center (TCC), and the Temecula Library. Bids will be advertised in Trade Journals and the Press-Enterprise newspaper.