



Shoreline Policy and Procedure  
**Procedure for Rejection of Bids**

<b>Category and Number:</b> Work Process and Procedure – 7.06212017	<b>Receiving Number:</b> 8840
<b>Code and statutory authority:</b> If Any	<b>Authorized:</b> Effective Date: June 21, 2017
<b>Supersedes:</b> None	By: Randy Witt, PW Director  Sara Lane, ASD Director 

**1.0 PURPOSE**

On occasion there is a need to reject all bids for a variety of reasons. The purpose of this procedure is to define the procedure to Reject all Bids on formally advertised public works contracts.

**2.0 REFERENCE**

RCW 35.23.352 (1) states in part “...*The council or commission of the city or town shall let the contract to the lowest responsible bidder or shall have power by resolution to reject any or all bids and to make further calls for bids in the same manner as the original call...*”

**3.0 DEPARTMENTS AFFECTED**

Public Works  
 Administrative Services  
 Parks, Recreation and Cultural Services

**4.0 PROCEDURE**

**4.1** Upon opening of bids a need to Reject All Bids may be identified. Examples of reasons to Reject All Bids include but are not limited to:

- Bids exceed available project funds
- Changes in funding or Permit Status
- Decision to delay or cancel project

**4.2** After identifying the need to Reject All Bids, the Project Manager consults with the Engineering Manager, City Engineer and Purchasing to reach concurrence on the need for Rejection.

**4.3** The Project Manager requests placement of the item on the Agenda Planner.

**4.4** The Project Manager coordinates with City Clerk and City Attorney Office to prepare Resolution to accompany the staff report.

**4.5** The Project Manager prepares and submits the staff report. The staff report should identify the reason to reject bids and recommendation for next steps.

**4.6** After Council adopts the Resolution, the Project Manager contacts all bidders via email that the Bids have been rejected and attach the approved Resolution.



Receiving Number

8840

Document Number

(City Clerk will assign this number upon final approval)

## POLICY & PROCEDURE/ ADMINISTRATIVE ORDER ROUTING FORM

### Instructions

1. Before using this form, make sure the policy is routed via e-mail to capture any comments or changes.
2. Request a Receiving Number from the City Clerk's Office.
3. Review and proofread before printing the final document that will accompany this routing form. Documents less than ten pages long should be printed one-sided.
4. Remember to specify whether the staff listed at the end of the page should **review** or **approve** the final policy. Approval requires a signature on the first page of the policy.
5. Policy must be routed to the next person on the list and logged on the portal for tracking. Once the policy has been reviewed and approved, send it with this form and any attachments to the City Clerk's Office for recording.

Originator	Tricia Juhnke	Routed by	Susana Villamarin
Department/Division	Public Works - Engineering	Date	Jun 21, 2017

### TYPE OF DOCUMENT

**Policy or Procedure**      Number/Category    7. Work Processes and Procedures - usually accompanied by a form




### DOCUMENT DESCRIPTION

Document Title      Procedure for Rejection of Bids

Effective Date    Jun 21, 2017                      Supersedes    None

Document Description      To define the procedure to Reject all Bids on formally advertised public works contracts.

### REVIEW AND APPROVAL

To Review or Approve?	Name, Title	To Review or Approve?	Name, Title
Review - initial here 	Tricia Juhnke, City Engineer		
Review - initial here 	Randy Witt, Public Works Director		
Review - initial here 	Sara Lane, ASD Director		
Approve (sign the policy)	Randy Witt, Public Works Director		
Approve (sign the policy)	Sara Lane, ASD Director		