

Purchasing Procedures: Competitive Sealed Bidding/Awards

Lowest Responsible Bidder

In determining the “lowest responsible bidder,” in addition to price, the purchasing authority shall consider:

1. The ability, capacity and skill of the bidder to perform the contract or provide the service required;
2. Whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference;
3. The character, integrity, reputation, judgment, experience, and the efficiency of the bidder;
4. The quality of performance of previous contracts or services;
5. The previous and existing compliance by the bidder with laws and ordinances relating to the contract or service;
6. The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service;
7. The quality, availability and adaptability of the goods, or services to the particular use required;
8. The ability of the bidder to provide future maintenance and service to the use of the contract;
9. The number and scope of conditions attached to the bid.

Adopted: December 11, 1995