

ADMINISTRATIVE POLICY AND PROCEDURE # 6

Date Issued: December 1, 1981

Revised:

SUBJECT: BOARD OF AWARDS

I. ADMINISTRATIVE POLICY

- A. When a major purchase is to be made or a major contract is to be entered into and the lowest bid is not acceptable to the respective department, division, or agency head and/or the Commissioner-Purchases and Supplies, the matter shall be referred to the Board of Awards. Likewise, when a major purchase or a major construction contract is to be entered into in the amount of \$100,000 or more, the contract shall also be referred to the Board of Awards.
- B. The Board of Awards shall be comprised of a representative from the Mayor's office, the Director-Finance, the Director-Law, the Commissioner of Affirmative Action/Contract Compliance, the Commissioner-Purchases and Supplies, and the department, division or agency head responsible for the purchase or contract.

II. PROCEDURE

- A. The department, division or agency head will notify the Commissioner-Purchases and Supplies of the bid/RFP results by submitting a recommendation award letter regarding their proposed selection. The Commissioner of Purchasing will schedule the matter with the Board of Awards pursuant to the provisions of this AP&P. The department/division must submit all the pertinent documentation relevant to the pending contract for assessment by the Board of Awards. Pertinent documentation includes the Best Bid Criteria(Matrix), per TMC Section 187.12. This criteria (matrix) must be provided to Purchasing and e-mailed to the Contract Compliance Specialist in the Office of Affirmative Action/Contract Compliance.
- B. The Board of Awards will review the matter and make a recommendation to the Mayor indicating the best bid meeting specifications.
- C. The Mayor will award the contract to the lowest and best bidder based on the recommendation of the Board of Awards.

III. RESPONSIBILITY

- A. All departments, divisions and agency heads are responsible for observing and following this Administrative Policy and Procedure.
- B. The Commissioner-Purchases and Supplies, under the direction of the Director-Finance, is responsible for monitoring and enforcing compliance with this Administrative Policy and Procedure.

IV. EFFECTIVE DATE

This Administrative Policy and Procedure shall take effect and be enforced from the date of issue.



/s/Carleton S. Finkbeiner
Mayor