

CITY OF SEDALIA

Formal Bid Procedures

The City of Sedalia issues calls for bids to provide City departments with their required goods and services at the time and place needed with appropriate quantity and quality. Calls for bids are often issued for projects, materials, equipment and the provision of services.

It is the City's goal to comply with the legal requirements of public purchasing, to assure vendors of fair and equitable treatment by the City and to receive maximum value for each public dollar spent.

In responding to a formal bid, the following regulations apply :

- **Formal Bid Submission**

Formal bids will only be accepted in a sealed envelope or package.

- **Submission Deadline**

All bids shall be sealed and delivered to the City Clerk at or prior to the date and time indicated in the bid notice. Bids not received by the date and time indicated will be time/date stamped and will remain unopened. Late arriving bids will not be tabulated or considered.

- **Transmission Method**

Formal bids will not be accepted by fax, electronic mail or any other electronic means except in extreme circumstances. In the event a vendor needs to make an electronic submission, prior approval from the City representative listed in the bid notice is required.

- **Opening of Bids**

Bids will be opened at the time and place specified in the bid notice. Bid openings are open to the public.

- **Tabulation of Bids**

The City Clerk will tabulate the received bids. A copy of the bid tabulation sheet will be made available upon request.

A representative of the Department issuing the call for bids will be present at the bid opening.

If a vendor has questions prior to submitting a formal bid, they are urged to contact the Department issuing the call for bids or the City Clerk's Office at (660) 827-3000.