SAMPLE Policy
Sealed Bids Advertising

Sealed bids must be formally advertised in newspapers or through notices posted in public buildings throughout the service area for a minimum of three (3) days.
- Advertising beyond service area is allowable and recommended.
- Minimum response time of fourteen (14) days prior to the closing date of the bid request.

Cities and counties must comply with the statutorily imposed publication requirements in addition to those requirements stated herein.

When advertising for material or labor services, Subrecipient shall indicate a period for which the materials or services are sought (e.g. for a one-year contract with an option to renew for an additional four (4) years).
- Advertising for labor services must occur at least every five (5) years.

SAMPLE
Procedures to Advertise Bids/Proposals

PURPOSE:
To establish a standard method of advertising procurement activities to assure maximum open and free competition.

PROCEDURES:
1. Prepare the advertisement for newspaper.
2. Prepare the notice to be posted.
3. Submit advertisement to newspaper and post advertisement.
4. Secure documentation of advertisement, i.e. newspaper - tear sheet, posting signed statement from the office where it was posted.
5. Notify all individuals on the bidders list of solicitation, if applicable.
6. Record the name of the individuals or firms requesting bid packages, the date the request was received, and the date the bid package was sent.
7. Prepare technical information for the bidders' conference.
8. Facilitate the bidder's conference.
9. Provide the sign-in sheet for bidder's conference and ensure all individuals sign.
10. Record the minutes of bidder's conference.

ADDITIONAL INFORMATION:
1. No oral information about the solicitation will be provided to anyone.
2. Pre-qualified bidders list is the names and addresses of firms/individuals who have submitted all information necessary to certify that they meet requirements to be responsible bidder. All firms/individuals on the list will be sent bid packages automatically.