

Guideline for Bid Type Usage and Time Frames

Immediate Need – Phone Quote

- Within 24 Hours

Request for Quote

- Defined as an informal competitive bid process for goods/services costing less than \$50,000.
- Defined as an informal competitive bid process for construction, erection, demolition, alteration, or repair of a public improvement costing less than \$100,000.
- Via Regular Mail – 10 Business Days
- Via E-Mail – 5 Business Days

Request for Bid

- Defined as a formal (Sealed) competitive bid process for goods/services costing more than \$50,000.
- Defined as an informal competitive bid process for construction, erection, demolition, alteration, or repair of a public improvement costing more than \$100,000.
- Via Regular Mail & Email
 - Simple – 10 Business Days
 - Complex – 15 -25 Business Days

Request for Proposal – Informal

- Defined as an informal competitive bid process where cost is NOT the sole evaluation criterion for selection and the cost is between \$5,000 to \$50,000 and a multiple -year cost does not exceed \$150,000.
- Via Regular Mail – 15 Business Days
- Via E-mail – 10 Business Days

Request for Proposal

- Defined as a formal (Sealed) competitive bid process where cost is NOT the sole evaluation criterion for selection and the cost exceeds \$50,000 and a multiple - year cost does exceed \$150,000.
- Via Regular Mail & E-mail
 - Simple – 25 Business Days
 - Complex – Up to 60 Business Days

NOTE:

No bid is required for Services Contracts where cost is between \$0.00 to \$5,000 or multiple year costs are between \$0.00 to \$15,000.