

July 16, 2004

CITY OF MINNEAPOLIS – CPED BIDDING PROCEDURES

All procurement transactions shall be conducted in a manner to provide, to the maximum extent possible, open and free competition. The development team shall be alert to organization conflicts of interest as well as noncompetitive practices among contractors that may restrict or eliminate competition or otherwise restrain trade.

The preferred method for general contractor selection is to publicly advertise for sealed bids. The general contractor bid solicitation must include clear and complete written specifications and the contract should be awarded to the lowest responsible bidder whose bid is responsive to the solicitation.

An alternative method for general contractor selection is permitted; specifically, to obtain at least three (3) written general contractor proposals. The general contractor bid solicitation must include clear and complete written evaluation/selection criteria and the contract should be awarded to the responder whose proposal or qualifications is responsive to the solicitation and is most advantageous to the recipient in terms of price, qualifications, and other factors identified in the evaluation/selection criteria. If this alternative method is used to select the general contractor, a sealed bid process would be the preferred method of subcontractor selection, though obtaining at least three (3) written proposals for each subcontract is permissible. The subcontractor bids or proposals must be based on clear and complete specifications. The contracts should be awarded to the lowest responsible bidder or the responder whose proposal is responsive to the solicitation and most advantageous in terms of price and any other factors identified in the solicitation. The selected general contractor may bid on the subcontract work only if the general contractor and project owner verify in writing to the City that the general contractor has not developed or drafted specifications, requirements, statements of work, invitations for bids and/or requests for proposals.

Regardless of the method used, the contractor solicitation must be reviewed by City CPED Multi-Family Development staff prior to the commencement of bidding. A standard bid form must be used which conforms the bidding or proposals to the specifications. Faxed bids/proposals are not permitted. When the process is complete, a copy of the sign-in sheet of the persons who attended the bid opening along with a tally sheet (listing all bidders/proposers, Addendums Received, Responsive or Non-Responsive Bid; Reason, Section Bid, the amounts, selected bidders/proposers, and so forth) must be recorded and provided to CPED staff. CPED staff may attend the bid opening.