



City of Long Beach
 Purchasing Division
 333 W Ocean Blvd/7th Floor
 Long Beach, CA 90802

INVITATION TO BID (ITB) PROCEDURES & GUIDELINES

CITY OF LONG BEACH
 PURCHASING DIVISION
 (internal use only)

REQUESTING DEPARTMENT INITIATES PROCUREMENT PROCESS

Department completes City approved ITB template and includes any relevant exhibits.

Department obtains approval from their City Attorney (at their discretion).

Department submits completed ITB to designated Buyer in Purchasing.

AWARD OF CONTRACT

If no protest is received, please refer to Purchasing Guidelines for transaction instructions.

If a protest is received, the Purchasing Agent will respond in accordance to ITB Protest Procedures.

For ITBs ranging between \$100,000 - \$200,000 where a protest is received, City Council approval is required.

For ITBs not requiring City Council approval, requesting Dept. will initiate purchase order process with designated Buyer.

For ITBs requiring City Council approval, Dept. drafts City Council letter and submits to Financial Management for review.

Upon FM approval CCL may be authorized by requesting Dept.

If City Council approves the contract, Purchasing will process the contract with the City Clerk.

SELECTION OF VENDOR(S)

All ITBs shall be evaluated based upon criteria set forth in the ITB document. Vendor(s) is recommended to be awarded a contract.

Requesting Department drafts and submits a recommendation to the Purchasing Agent.

Purchasing reviews and approves recommended ITB award.

Notice of Intent to Award is drafted by Purchasing and posted on PlanetsBids, notifying all bidders of the Intent to Award.

PURCHASING'S ROLES

Buyer reviews ITB and applies pertinent regulations and/or sections (i.e. Section 3, SBE, EBO, etc.)

Purchasing posts ITB notifying prospective vendors. Legal Ads and Outreach Ads are completed by Purchasing as necessary.

Purchasing will administer ITB during open period (i.e. Addendums, Questions & Answers, etc.)

At the close of the ITB, a public bid opening will be conducted by Purchasing.

ITB protest period begins.

The Buyer posts Bid Recap within 48 hours of an PlanetsBids and distributes the 3 lowest bidder packets to Departments for review.