

CITY OF WACO

**SINGLE BID POLICY**  
Policies and Procedures

GFP&P - 6

Page 1 of 1  
Revised 10/10/98

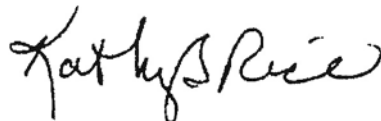
A. Statement of Purpose

Occasionally, the City of Waco receives only one response to a bid request or solicitation for proposal. This policy is designed to establish a procedure for the handling of the selection of vendors for the City of Waco when only one response to a bid request or solicitation for proposal is received.

B. General Policy

When only one response to a bid request or solicitation for proposal is received and the department responsible for the bid or proposal desires to ask other companies or professionals why they chose not to submit a bid or proposal neither the department nor the Purchasing Services Director shall open the bid or proposal. The bid or proposal package will be sent to the City Council unopened. At the City Council meeting the Mayor will open the bid/proposal package during the Council Work Session and hand the bid/proposal to staff for review. Staff will evaluate the bid/proposal for compliance with specifications; contact the affected entity; and make a recommendation to the Council to either accept, reject or postpone action on the bid.

When only one response to a bid request or solicitation for proposal is received and the department responsible for the bid or proposal desires not to ask other companies or professionals why they chose not to submit a bid or proposal staff will open the bid/proposal package. Staff will evaluate the bid/proposal for compliance with specifications; contact the affected entity; and make a recommendation to the Council to either accept or reject the bid.



Kathy S. Rice, City Manager  
October 2, 1998