

SECTION 5.2.1 SOLICITATION OPENING

This procedure governs the opening of solicitations, including both paper submissions and submissions via MyFloridaMarketPlace. Sections 287.057(1) through (3), and Section 120.57(3)(f) Florida Statutes.

Solicitation Security Procedures

- A. All solicitations must be “clocked-in” as soon as received and immediately taken to the Bid-Opening Clerk. No bids shall be left unattended or unsecured. Persons receiving express delivery solicitations shall take the solicitations directly to the Departmental Purchasing Personnel.
- B. Immediately upon receipt of sealed paper solicitation, it will be clocked in and placed unopened in the sealed solicitation file by authorized personnel. Upon receipt, all sealed paper solicitations shall be filed by opening date and number in a locked cabinet and shall remain there pending opening dates. The Bid-Opening Clerk is responsible for placing in and removing from this file all solicitations. No other person is authorized to enter this file except in their absence.
- C. Prior to the opening, the Bid-Opening Clerk shall recheck the entire cabinet as well as the reception desk to ensure that all solicitations previously filed are in their proper positions. To simplify this recheck, as bids/solicitations/proposals are filed daily, they should be banded and the top envelope marked in red with a large number indicating the opening date. A secondary review should be made to determine that all solicitations numbers for a particular opening time have been removed from the date file for that particular date.
- D. In the event a vendor wishes to retrieve a paper solicitation prior to the opening, a written request containing vendor name, solicitation number, date, and person’s name retrieving the document must be presented in person to Bid-Opening Clerk. Bid-Opening Clerk will verify the requestor is the person named in the written request and document date and time solicitation was retrieved.

Solicitation Opening Procedures

- A. Throughout the Public Bid Opening, the Departmental Purchasing staff will maintain a professional atmosphere.
- B. The reader must keep control of the opening, and cannot let anyone in the room

disturb the proceedings, or interfere with the professional atmosphere required. The reader has the authority to ask others to stop talking or making noise, and if necessary, may ask the offender to leave the room.

- C. **No cell phones or pagers allowed.**
- D. The reader shall begin by reading the Public Solicitation Opening Procedures to all assembled. If any person arrives after this statement has been read, they will be given a paper copy.
- E. The reader is responsible for verifying what is to be read at the opening (vendor name only, or pricing pages). The reader must familiarize himself with the bid in order to be able to locate the information to be read.
- F. Departmental Purchasing staff will not answer questions concerning the bid or award, or allow any vendor to come in contact with the bids during or after the Public Bid Opening.
- G. At the opening, a minimum of the Bid-Opening Clerk and one other person may open and tabulate bid(s).
- H. Everyone in attendance at the Solicitation Opening will sign in on the Solicitation Attendance List.

Solicitation Document Requirements

- A. Bids shall be due on the hour, and opened. This is necessary to ensure that all bids are received, documented and organized in preparation for the Opening.
- B. Every bid document must indicate whether only the names will be read, or the names and the prices will be read at the Public Bid Opening.

Staff Procedures for Posting Raw Solicitation Tabulations and Intent to Award

- A. Tabulate both paper submissions and submissions via MyFloridaMarketPlace vendors in alphabetical order, using abbreviation when feasible.
- B. Record vendor's name and price of each item offered.
- C. If only the names of the vendors are read at the Opening, the Raw Tabulation shall only contain these names. If other information is added to the tab sheet subsequently, this would only be for the final posting of the Intent to Award, as

approved by management.

- D. After solicitation has been tabulated, the entire package will be delivered to the appropriate Departmental Purchasing employee. A copy of the raw tabulation will be maintained by the Bid-Opening Clerk.
- E. If there is a decision from Legal to accept bids that were not opened at the Public Bid Opening, the tab sheet shall be revised (and marked with the revision date) and the vendors shall be inserted on the tab in alphabetical order. All documentation pertaining to these actions shall be maintained in the bid file.

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