	PURCHASING DEPARTMENT STATE UNIVERSITY OF NEW YORK COLLEGE AT GENESEO	POLICY NO.: P-090
		PAGE NO.: 1 of 2
		SUPERSEDES NO.:
		SUBMITTED BY: Rebecca E. Anchor
TITLE: General Procurements - Bid Opening Procedures (Sealed IFBs and RFPs having a value equal to or greater than \$125,000)		EFFECTIVE DATE: May 2, 2012

I. PURPOSE


To define a purchasing policy for the bid opening process.

II. SCOPE

Procedure applies to all sealed Invitations for Bids (IFBs) and Requests for Proposals (RFPs).

III. PROCEDURES

- A. Sealed bid envelopes will be date and time stamped upon receipt, and shall remain unopened in the file until the bid opening.
- B. All sealed bids should be conducted in a conference room or private office of sufficient size to conduct the bid opening without distraction.
- C. Bids will be opened by the Purchasing Department's designated official and an assistant.
- D. Bids should be removed from the file approximately five minutes before the bid opening by the designated official. At that time, all supplier participants may enter the conference room.
- E. Bid envelopes should be checked to make sure they are date and time stamped.
- F. All bids should be submitted no later than the time specified for bid opening. If a bid is received at a University office, but not delivered timely to the proper bid opening location, it will be considered if evidence clearly shows its arrival "on-campus" to be timely received by the mailroom, central receiving, another department, or a third party witnessed delivery, i.e., courier.
- G. Telefax proposals--supplier should submit bids on original IFB forms and RFPs on original proposal forms, if possible. Facsimile proposals will be considered if received prior to the time of the opening specified. Confirmation of the faxed proposal must be submitted on the proposal forms within four working days. Telephone bids will not be accepted.
- H. A late bid shall not be considered for award unless no timely bids meeting the requirements of the bid documents are received. The Director or Assistant Director of Purchasing must approve all late bids in order for them to be considered.
- I. Late bids shall remain unopened and be returned to the supplier immediately after award has been made. This will be the buyer's responsibility.
- J. See Section 7553 of SUNY Procedures for bidder list notification and advertising in the *NYS Contract Reporter*.

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IV. OPENING

- A. The designated official will publicly open all bids at the time specified for the bid opening.
- B. When opened, the bids will be recorded on the bid tabulation sheet. The tabulation sheet shall include the RFP or IFB number, bid opening date and time, a general description of the service/goods to be procured, the names of the bidders, and pricing information. This record will be made available for public inspection. All bid tab sheets will be signed by the designated official and the assistant. Upon request, bids will be available for review by suppliers at this time.
- C. It is the supplier's responsibility to record information from the bid tab sheet. No copies will be provided.
- D. The Purchasing Director, Assistant Director, or designee will review the bid tabulation sheet and all original bids immediately after the bid opening.
- E. The Buyer should examine all bids after opening to review for error and determine if the specifications were adhered to.
- F. After the bid opening, there can be no discussions regarding the bids. It is not appropriate to discuss a particular bid with one of the competing suppliers. It is permissible to seek clarification or additional information from a supplier concerning its bid.

V. FREEDOM OF INFORMATION REQUESTS

- A. Supplier(s) may review the bid tabulation sheet at the bid opening.
- B. The SUNY College at Geneseo Freedom of Information Officer is the Associate Vice President for Enrollment Services. To place a formal inquiry, the supplier should contact the Associate Vice President for an application. Upon receipt of the application, the AVP sets up a meeting with the Purchasing Department.
- C. Telephone inquiries--bid tab information may be given out over the telephone after the bid opening.