

FILING OF BID PROTESTS

Bidders may file a “protest” of a Bid with the District’s Bid Administrator. In order for a Bidder’s protest to be considered valid, the protest must:

- A. Be filed in writing within five (5) calendar days after bid opening;
- B. Clearly identify the specific irregularity or accusation;
- C. Clearly identify the specific District staff determination or recommendation being protested;
- D. Specify, in detail, the grounds of the protest and the facts supporting the protest based on the provisions of the Public Contract Code; and
- E. Include all relevant, supporting documentation with the protest at time of filing.

If the protest does not comply with each of these requirements, it will be rejected as invalid.

If the protest is valid, the District’s Bid Administrator, or other designated District staff member, shall review the basis of the protest and all relevant information. The Bid Administrator will provide a written decision to the protestor. The protestor may then appeal the decision of the Bid Administrator to the District’s Assistant Superintendent Business Services.