



PUBLIC WORKS BID OPENING PROCESS

This policy is set forth to describe the process by which the Town of McCordsville will go about bid openings and subsequent bid awards.

According to IC 36-1-12-4(7) all bids received shall be opened publicly and read aloud at the time and place designated and not before. Unless otherwise advertised, bids will be open during the monthly meeting of the McCordsville Public Works Committee. The Committee meets the first Tuesday of each month at 4:30 p.m.

Agendas and notices are posted on the Town's website, which is <http://www.mccordsville.org>.

Following the bid opening, a bid tabulation and recommendation will be conducted by the Town's Professional Engineer. The Engineer will present the tabulations and recommendation to the Town Council at their monthly meeting, which is the second Tuesday of the month at 7:00 p.m. If no bid irregularities are found, the Town Council will consider awarding the project at this meeting. The contract for services will be prepared and ready for the Council's signature at the next monthly meeting after the award of the contract has been made.

If bid irregularities are found, information will be presented to the Public Works Committee at their following regular meeting. The Public Works Committee will make a recommendation to the Town Council after all information is appropriately discussed and evaluated. The award recommendation of the Public Works Committee will be presented at the following Town Council meeting. If the above occurs, the Town Council must award the project or the 60 day bid hold period will expire or be extended by agreement of both parties prior to the next Town Council meeting.