



Evaluation and Award

The basic intent of the evaluation in each instance shall be to determine the lowest qualified bidder meeting the conditions and specifications. A contract shall be awarded to the lowest responsible bidder whose bid meets all the specifications and other requirements of the invitation to bid. In determining the lowest responsible bid, the District shall include, but not be limited to, the following:

1. The District shall assign a 5% reduction allocation to the bidder that is determined to be a local vendor.
 - a. Once all bids are opened, the bids of those bidders who are local vendors shall be reduced by 5% for purposes of determining the lowest responsible bidder. If the bid of a local vendor, after applying the contract bid reduction, is then the lowest responsible bidder, that local vendor shall have the opportunity to reduce its bid to match the bid of the lowest bidder in writing within one business day, and providing that the Finance Department determines that said local bidder is a responsible bidder be awarded the contract subject to all the terms and conditions previously stated.
 - b. If the lowest local bidder within 5% of the lowest bid does not elect to reduce its bid to match the bid of the lowest bidder, then the next lowest local bidder shall be given the opportunity to match the bid of the lowest bidder as set forth above, providing that this bidder is also within 5% of the lowest bid that has been deemed responsive.
 - c. This support of local business policy shall only apply to supplies, material, nonprofessional services and equipment required for the conduct of District business, except where prohibited by state or federal law.
 - d. A local vendor is defined by vendors whose principal place of business is within the **"Purchasing Boundary Map"**.
2. Cash discounts will be considered in making an award.
3. An award may be made to the lowest aggregate bidder for all items on the invitation to bid, on a group or an individual basis, whichever is found to be in the best interest of the District.
4. All bids are subject to rejection by the District, and in those instances where evaluation dictates the rejection of the lowest bid as not meeting the standards established in the invitation to bid, the vendor will be notified of the reason for rejection.
5. After bids have been evaluated and the successful bidder has been determined, the Finance Department shall issue a written purchase order to the vendor.