



**City of Riverside
Administrative Manual**

Effective Date: 07/2009
 Review Date: 07/2012
 Prepared by: City Mgr/Finance

Approved:


 _____ Department
 City Manager

SUBJECT:

Waiver of Formal Competitive Bids

PURPOSE:

To establish a procedure for obtaining a waiver of the formal competitive bidding requirements.

POLICY:

Except for Public Works projects covered by State law, the City Council may waive the formal competitive bidding procedures when, in its opinion, it is in the best interest of the City to do so.

PROCEDURE:

Responsibility	Action
Department Head	1. Initiates City Council memorandum requesting bid waiver.
Purchasing Services Manager	2. Reviews and concurs with request for bid waiver, and forwards to Finance Director for certification of funds.
Finance Director	3. Determines availability of funds, approves request, and forwards to City Attorney.
City Attorney	4. Approves as to form and prepares resolution waiving formal competitive bidding procedures and forwards to City Manager.
City Manager	5. Approves request for bid waiver and places on City Council Agenda for approval.
City Council	6. Determines whether or not to waive formal competitive bidding procedures.
Department Head	7. Forwards Purchase Requisition to Purchasing with copy of Council memorandum for issuance of purchase order.
Purchasing	8. Issues purchase order.