

# **CITY OF CARO**

## ***Bid Procedure Policy***

When obtaining bids through the process of a Request for Proposal (RFP), the following steps will be taken:

1. Bids are defined as any public advertisement through a RFP.
2. All RFP's need to contain specifications and a date and time to be returned to the City Clerk.
3. All bids need to be submitted in sealed envelopes, addressed to the attention of the City Clerk and mailed to the Caro Municipal Building.
4. Bids will be open at the time designated in the publication in a public place and recorded by the clerk or the clerk's designee.
5. All bids will be reviewed by the City Manager and/or any other designee by Council.
6. The clerk will maintain the original bids pursuant to the Retention of Documents schedule.

Adopted by Council: 1-18-10

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