

BLACHLY-LANE ELECTRIC COOPERATIVE

Procedure 2346

Section: Financial Management

Subject: Competitive Bidding

I. OBJECTIVE

To ensure that BLEC receives quality services or equipment at the best evaluated price and to ensure fair contractor or supplier access to BLEC projects.

II. PROCEDURE

A. Competitive bidding will be used for services or equipment purchases over \$50,000 except when emergency conditions require immediate action or the services or goods are available only from a sole source.

1. Emergency conditions are defined as conditions that may reasonably be expected to result in significant loss of BLEC or member property, inability to provide electrical service for a significant amount of time or present a safety hazard to BLEC, its members or the public.
2. Some services or equipment may only be available from a single source of supply. If it is determined that purchasing single source services or equipment is in BLEC's best interests, BLEC personnel will negotiate acceptable terms and conditions for procuring said services or equipment from the supplier.

B. Competitive bidding opportunities will be advertised in a Bid Invitation printed in the Eugene Register Guard, BLEC's web site and other publications as may be beneficial to the bidding process. The Bid Invitation shall include information regarding the project or equipment being bid, where and when bids are to be received, opened and ultimately awarded or rejected. A reasonable amount of time must be provided for bidders to respond to the Bid Invitation.

C. BLEC will make available Bid Packets including all information needed by bidders to bid on BLEC's advertised need for services or equipment. This will include basic BLEC contract terms and conditions, project location, technical specifications and any special conditions which must be met. Bidders are responsible for picking up the Bid Packet at BLEC's office and submitting bids to BLEC's office at 90680 Hwy. 99, Eugene, Oregon 97402 by the deadline included in the Bid Packet.

Bids received either in person or by mail must be received by BLEC at BLEC's office by 4:30 PM on the deadline for submission specified in the Bid Invitation.

- D. BLEC personnel will evaluate bids submitted to determine the bid which is in the best interests of BLEC to accept. This will not necessarily be the lowest bid submitted. BLEC reserves the right to reject any and all bids.
- E. Unless otherwise specified in the Bid Invitation, BLEC reserves the right to award or reject bids up to 30 days following the opening of bids.
- F. Bidders must identify in their bid any potential conflicts of interest related to the bid, services or equipment being provided in the bid.
- G. All bid documents shall be reviewed by BLEC's General Counsel prior to advertisement of the bid.

III. RESPONSIBILITY

The administration of this procedure is the responsibility of the General Manager.

APPROVED by



General Manager

FOUNDATION DATE: 3-23-15
DATE LAST AMMENDED:
REVIEW SECHEDUL: As Needed