

**CITY OF SAN LEANDRO  
MUNICIPAL CODE**

**ARTICLE 2. PURCHASING BY COMPETITIVE BID**

**1-6-200 COMPETITIVE BIDDING REQUIRED.**

Purchases of equipment, materials or supplies requiring an expenditure in excess of Twenty-Five Thousand Dollars (\$25,000.00) shall be subject to formal competitive bidding.

**1-6-205 NOTICE INVITING BIDS.**

A notice inviting bids shall be published once not less than seven (7) days before the date of opening bids.

**1-6-210 RECEIPT AND OPENING OF BIDS.**

All bids shall be sealed, identified on the envelope, and submitted to the City at or before the time specified on the notice. At the time specified, the bids shall be publicly opened and read. Any bid submitted after commencement of bid opening shall be rejected and returned unopened.

**1-6-215 INFORMAL BIDDING.**

Purchase of equipment, materials or supplies requiring an expenditure in excess of Three Thousand Dollars (\$3,000.00) but not in excess of Twenty-Five Thousand Dollars (\$25,000.00) shall be subject to informal competitive bidding. The Purchasing Agent shall solicit written or verbal bids from a reasonable number of suppliers.

**1-6-220 AWARD TO LOWEST RESPONSIBLE BIDDER.**

Except as otherwise provided herein, the Purchasing Agent shall award a contract for the purchase of equipment, materials or supplies to the lowest responsible bidder whose bid complies with the specifications. In determining responsibility, consideration shall be given to the quality and reputation for performance of the equipment or supplies proposed to be furnished, the reliability of the bidder, warranties, and in the case of equipment, the ability of the bidder to provide parts and maintenance.

**1-6-225 COMPARISON OF BIDS.**

In comparing bids for purchases of equipment, materials or supplies requiring an expenditure not in excess of Twenty-Five Thousand Dollars (\$25,000.00), and solely for the purpose of calculating the lowest bid, the following procedure shall be employed: A sum equal to five percent (5%) of the total bid, or of the base bid and each alternate, shall be deducted from the amount of the total bid, or the base bid and each alternate, respectively, of the bid of a supplier whose principal place of business is located within the City of San Leandro. If, after performing the above calculation, there is a tie for the lowest bid, the supplier whose principal place of business is located within the City of San Leandro shall be deemed the lowest bid for the purposes of Section 1-6-220, subject to the qualifications concerning responsibility contained therein.

**1-6-230 REJECTION OF BIDS.**

The Purchasing Agent shall have the discretion to reject any bid received and to seek new bids.

**1-6-235 SPLITTING PURCHASES PROHIBITED.**

No required acquisition of equipment, materials or supplies shall be accomplished by the issuance of several purchase orders for portions thereof for the purpose of evading the provisions of this Article.