

### **§ 33.33 SEALED BIDDING PROCEDURES.**

(A) Provisions of KRS 45A.365, 45A.390 through 45A.415 and 45A.430 through 45A.440 shall be followed.

(B) The Commission, Mayor or their delegated agent shall prepare a bid proposal containing specifications, quantity, and delivery desired.

(C) The Commission shall approve the proposal and may set a maximum amount to be expended and any evaluation factors to be considered in the bid selection.

(D) The City Clerk shall place an appropriate advertisement in the newspaper of largest circulation in the local jurisdiction at least once, not less than seven days nor more than 21 days before the date set for the opening of the bids. Also if the City Clerk has a complete list of the vendors of a specific trade written notice via the US Postal Service not less than seven days nor more than 21 days before the date set for the opening of the bids. Bids shall be opened publicly at the time and place stated in the advertisement.

(E) The City Clerk shall submit all bid responses to the Commission, which shall select the lowest or the lowest evaluated bid by a qualified bidder. The Commission reserves the right to reject any and all bids. The City Clerk shall notify all bidders of the award.

(F) The Mayor or the Commission's designated agent shall sign a contract or issue a purchase order with the one receiving the award.

**(Res. 1-13, passed 1-28-13)**