

WHAT IS AN *ITB*?

An ITB, or Invitation to Bid, is a process enabled by State law to solicit basic goods and non-professional services. An ITB is used when the City can easily identify the specific product or service it is seeking.

In an ITB solicitation, the City includes detailed specifications for the desired goods or services. Vendors respond with quoted unit price(s) on a bid sheet. The bids are tabulated and compared, and award is made to the lowest, responsive responsible bidder.

“Lowest” refers to price, “responsive” refers to meeting legal bid requirements, such as turning bid in on time and completing all required quotes, and “responsible” refers to the bidder’s ability to provide the specified goods or services

Unlike a Request for Proposal, an ITB does not allow the submitter to negotiate price. Once the bid sheet is submitted, the City may ask for additional, relevant information, but neither party may change any of the quoted prices.

To be responsive, bids must be received by the advertised date and time. Following the receipt of bids, the names of bidders and the prices quoted are read at the public opening, and immediately become public record.

“Best Value” ITB’s are similar to regular ITB’s with one exception. Bids are evaluated on more factors than just price. In Best Value ITB’s a weighted criteria for evaluation is included with the specifications.