

City of Marshall

Policy Number: Chapter 4 – Section 3 (3-101)

Marshall, Minnesota

Adopted:

ADMINISTRATIVE POLICY

Revised:

## ELECTRONIC BIDDING POLICY

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### I. PURPOSE

The purpose of the Electronic Bidding Policy is to supplement the Purchasing Policy and Procedures (adopted 1973, latest revision 2016). The Public Works Department intends to accept electronic sealed bids for capital improvement construction contracts.

The City of Marshall has historically accepted printed, sealed bids for Public Works Department capital improvement construction contracts. New technology is available to allow for sealed bids to be submitted to the City electronically. Uniform Municipal Contracting Law (MN Statute 471.345 subd. 18) allows for municipalities to accept bids, performance and/or payment bonds, or other security to be furnished electronically.

### II. POLICY

The City of Marshall Purchasing Policy, as referenced above, is supplemented as follows:

- A. Sections 3.2a and 3.2b: “Public Works Department capital improvement construction contracts will require that sealed bids be submitted electronically via the electronic bidding service of the Department’s selection. Currently, BidVAULT is the selected electronic bidding service.”
- B. Section 4.4: “Public Works Department capital improvement construction contracts will require that sealed bids be submitted electronically via the electronic bidding service of the Department’s selection. Prospective bidders will be charged a nominal fee to have the opportunity to submit an electronic bid. Current fee is set at \$25 per bid plus 3rd party payment processing fees. Required bonds shall also be submitted electronically.”
- C. Section IV is supplemented with the following bid opening procedures:

“Immediately following expiration of the time for receiving bids for Public Works Department capital improvement construction contracts, the City Clerk and Director of Public Works/City Engineer or their designee will publicly open bids via video conference through provided information in the Advertisement for Bid. Those unable to attend via video conferencing will be allowed the opportunity to join via phone through provided information in the Advertisement for Bid. This procedure is intended to ensure adherence to the public bid opening requirements as stated in MN Statute 429.041 subd. 1. Bid results will be posted to the City’s designated website immediately following bid opening.”

III. SUMMARY:

This policy is designed to provide a more efficient procedure for soliciting, accepting and opening sealed bids for Public Works Department capital improvement construction contracts. This process also significantly limits the potential for human error in the bidding or bid opening process.

Passed and adopted by the Common Council of the City of Marshall, this \_\_\_\_ day, of \_\_\_\_\_, 2021.

THE COMMON COUNCIL

ATTEST:

\_\_\_\_\_  
Mayor of the City of Marshall, MN

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City Clerk