



Finance Department
General Services Division

Protest of Award

Anyone may protest a decision to award a bid. The protesting party must first submit a letter to the Project Manager describing the basis of the protest. The Project Manager then reviews the basis of the protest, sends a copy to the apparent low bidder for comments/rebuttal and then reviews the protest with Legal and General Services before making a determination on the validity of the protest. If necessary and at the City's sole discretion, the Project Manager and/or Department Director may hold an informal hearing with all interested bidders prior to making a decision. If the contract is a City Council approved contract, the matter is then brought before Council as part of the award process along with a recommendation for disposition of the protest.