



INVITATION FOR BID (IFB)

DEFINITION:

An Invitation for Bid (IFB) is a formal competitive solicitation, which is sometimes referred to as a "sealed bid".

PROCEDURE:

- ☐ For all contracts exceeding One Hundred Thousand Dollars (\$100,000), the preferred procurement procedure shall be competitive sealed bidding.
- ☐ IFB's require advertisement on the DGS website.
- ☐ Public Bid Openings are conducted at the date and time specified in the IFB. Late submissions will not be considered unless in the best interest of the District.
- ☐ Generally, bids are evaluated and awarded to the responsive and responsible bidder with the lowest price.

IFB KEY SECTIONS

- **SECTION B – STATEMENT/SCOPE OF WORK (SOW)**

The Statement/Scope of Work (SOW) defines the work activities, deliverables, and timeline the Department expects all perspective Contractors to execute in performance of the specified work. The SOW includes all detailed requirements.

- **SECTION E CONTRACT AWARD – BASIS FOR AWARD:**

The Department will make an award or awards to the qualified Bidder(s) whose bid is responsible and responsive to the IFB considering only price and the price-related evaluation factors identified in the IFB, which includes price evaluation preferences for CBEs.

IFB KEY SECTIONS (CONTINUED)

- **SECTION F BID ORGANIZATION & SUBMISSION:**

This section outlines specific information necessary for proper bid submission.

- **OFFER LETTER/BID FORM:**

Bidders must pay careful attention to the Offer Letter Bid Form instructions. Alternations and or exceptions to the format and or specifications will result in the Bid being deemed non-responsive.

FY16 IFBs

COMMODITIES

- ✓ Electrical Supplies & Related Equipment
- ✓ Janitorial/Recycling Supplies & Equipment
- ✓ Doors & Door Hardware
- ✓ Building Materials & Supplies
- ✓ HVAC Supplies
- ✓ Plumbing Supplies
- ✓ Air Filters
- ✓ Flooring Supplies & Equipment

FY16 IFBs (CONTINUED)

SERVICES

- ✓ Light Pole Maintenance & Repair
- ✓ Locksmith Supplies & Services
- ✓ Plumbing Maintenance & Repair Services
- ✓ Electrical System Maintenance, Inspection and Repair Services
- ✓ On-Call Janitorial Services
- ✓ PA/Clock System Maintenance
- ✓ Window & Glass Door Replacement, Repair and Installation
- ✓ Inspection & Repair Services
- ✓ Bleachers Maintenance Inspection & Repair Services
- ✓ Repair & Replacement of Commercial Appliances
- ✓ Specialized landscaping Services
- ✓ Strategic Management Consulting Services

QUESTIONS & ANSWERS

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