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CITY OF SPOKANE DEPARTMENT POLICY AND PROCEDURE	DEPT 0370-09-01 LGL 2009-0031
<b>TITLE: INSPECTION OF PUBLIC WORK BID DOCUMENTS</b> EFFECTIVE DATE: April 21, 2006 REVISION EFFECTIVE DATE: January 6, 2010	

## 1.0 GENERAL

1.1 The City of Spokane issues many requests for bids for public work projects. The bids are publicly opened and read at scheduled public bid openings. Contractors are interested in immediately reviewing bids of their competitors which can cause disruption with staff who are trying to organize the bid information.

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## 2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy shall apply to the Engineering Services Department.

## 3.0 REFERENCES

Chapter 42.56 RCW  
City Policy ADMIN 0260-90-03 Public Record Requests

## 4.0 DEFINITIONS

None

5.0 POLICY

- 5.1 It is the policy of the Engineering Services Department to comply with state law and City policy regarding public record requests.
- 5.2 This policy supersedes departmental memorandum dated April 21, 2006 entitled: "POLICY – Request for Inspection of Bid Documents".

6.0 PROCEDURE

- 6.1 Copies of received and opened bids for public work projects shall be forwarded to the City Clerk's Office promptly after bid opening, but no later than the time of forwarding a project award recommendation to the Public Works Committee or the City Council, as appropriate.
- 6.2 Inquiries and requests for copies of received and opened bids for public work projects shall be forwarded to the City Clerk's Office for handling. The Clerk's Office will respond to the request in accordance with state law and City policy. Department staff shall not make any determination as to the appropriateness of the request or the information to be released.
- 6.3 Once bid tabulations on a project are completed, they are immediately available to the public by the department upon requests. Requests for bid tabulations do not need to be forwarded to the City Clerk's Office.


7.0 RESPONSIBILITIES

The Director of Engineering Services shall administer this policy.

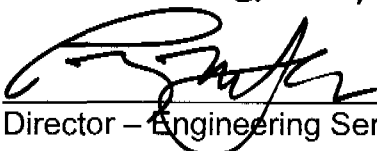
8.0 APPENDICES

None

APPROVED BY:

  
\_\_\_\_\_  
City Attorney (ASST)

12-22-09  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Director - Engineering Services

12-22-09  
\_\_\_\_\_  
Date