

FROM:

Rena Cusma
Executive Officer

Executive Order #16

No longer relevant. Rescinded by Metro
Code Chapter 2.04.

METRO

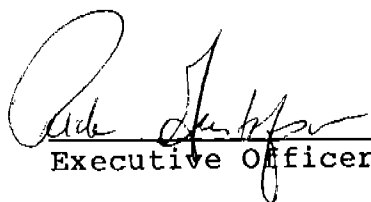
2000 S.W. First Avenue
Portland, OR 97201-5398
503/221-1646

EXECUTIVE ORDER NO. 16
Effective Date: December 7, 1982
Subject: Clarification of Contract Procedures
Legislative Authority: Ordinance No. 82-130, Section 2(c)

Pursuant to Ordinance No. 82-130, Section 2(c), the following additions to the Metro contract procedures, Section IV(3), March 4, 1982, are hereby established:

1. All Metro bid documents will conform to a standard format as established by the Department of Finance and Administration;
2. Bid forms will be issued separately from bid documents;
3. A bid shall be excluded from consideration if:
 - a. the bid is not properly signed by the bidder;
 - b. the required and properly executed bid security is not attached to the bid;
 - c. the bid is not submitted on specified forms or the bid forms are altered by the bidder;
 - d. the bidder alters the bidding form regarding the time for commencement of the work or completion of the project;
 - e. the bidder refuses to comply with requirements for the submission of post-bid information that is a prerequisite for award of a contract;
 - f. the bid is submitted after the time advertised for submittal; or
 - g. the bidder was not prequalified though prequalification was required.
4. A bid may be excluded from consideration if:
 - a. a bid or any part of a bid is conditioned contrary to requirements specified in the bidding documents unless the bidder can prove impossibility;
 - b. items in the bid proposal are ignored by the bidder; or
 - c. the bidder has a provable major mistake in the bid requiring modification of the offer;
5. Where most or all bids contain similar violations of Section 3 above, the Executive Officer may award a contract to the lowest responsible bidder, notwithstanding the violation, if the violation can be corrected immediately following the bid opening and without increasing the amount of the bid. The purpose of this provision is to preclude the necessity of readvertising and rebidding a project due to similar technical bid violations by most or all bidders.

Ordered by the Executive Officer this 7th day
of December, 1982.


Executive Officer