

INVITATION TO BID (ITB)

What is an Invitation to Bid (ITB):

- An Invitation to Bid (ITB) is a formal competitive solicitation, which is sometimes referred to as a "sealed bid". ITBs require an advertised public opening conducted at the time and date specified in the ITB. The responses are evaluated and awarded to the responsive, responsible bidder with the lowest price. When using this solicitation, price as well as specification requests are major considerations in the award process. ITB bid tabulation results are publicly posted after the advertised opening date.

When is an ITB used:

- ITBs are used when the total cost of the commodity or service required exceeds \$75,000.00. Examples of ITB Bids: Scientific equipment/services, audiovisual equipment installations, solid waste removal service, custodial bids, etc.

Using Department Responsible for:

- Develop specifications/requirements for the goods and services to be ordered.
- Develop initial timelines requirements, including any pre-bid conferences for the bid.
- Review bid tabulation with purchasing staff.
- Submit requisition referencing bid award to purchase goods or services.

Purchasing responsible for:

- Developing boiler plate for ITB package.
- Schedule ITB bid opening date and time.
- Schedule pre-bid conference if required.
- Coordinate final ITB document for distribution.
- Advertise solicitation as required and post on FIU Purchasing website.
- Coordinate issue/mailing of ITB.
- Open sealed bid as scheduled.

Bid Evaluation Process

- Evaluate and tabulate bid responses for award.
- Award recommendation posted electronically on official bulletin board by Purchasing for 72 hour protest period.
- Award letter issued by Purchasing to selected vendor after the required 72 hour posting period.
- If applicable, Purchasing will prepare the final contract documents and forwards to General Counsel for review and approval.
- Three sets of contract documents sent to successful vendor for signature, and upon return, University official will execute.
- Fully executed copy of the contract is returned to the vendor with a second original retained in Central Purchasing and original set will be provided to originating department.

**ESTABLISHING AUTHORITY:
F.A.C. 6C8-7.030**