

## Larimer County Purchasing Department Protest Policy

**SCOPE:** Applies to all County formal bids and proposals

### **PROCEDURE:**

**When to File** Protests are to be submitted in writing (email or U.S Mail) and received by the Director of Purchasing, 200 West Oak Street, Suite 4000, P. O. Box 1190, Fort Collins, CO 80522 **within fifteen (15) working days after notice of award.** Protests based upon restrictive specifications or alleged improprieties in any type of solicitation, which are apparent prior to bid opening, or closing date for receipt of proposals, should be **filed no later than three (3) working days prior to bid opening or the closing date for receipt of proposals.**

**Process** The protest must include, at a minimum, the following:

- (a) The name and address of the protestor.
- (b) Appropriate identification of the procurement by bid number or request for proposal number.
- (c) A statement of the reasons for the protest.
- (d) Any available exhibits, evidence or documents substantiating the protest.

**Decision** The Director of Purchasing shall make a decision, in writing, on a protest **within seven (7) working days after receiving all relevant, requested information.** The decision of the Director of Purchasing is final.

**Withholding of Award** When a protest has been filed before award, the County will not make an award prior to the resolution of the protest. When a protest has been filed before the opening of bids or closing of request for proposals, the County will put the solicitation on hold prior to the resolution of the protest, unless the County determines that:

- (a) The items to be procured are urgently required.
- (b) Delivery or performance will be unduly delayed by failure to make the award promptly.
- (c) Failure to make prompt award will otherwise cause undue harm to the County