

Formal Bid Opening Process
YouTube Live
For City Staff
(Revised 4/7/2020-Bingham Rd Address)

Even though City Hall is closed, operations at the City of Asheville continue to function. There is now a temporary Bid Submittal Process which includes a drop box where Bids can be deposited by the posted bid deadline. This drop box belongs to the Water department for the drop off of water payments.

The Water Department payment drop box at [City County Plaza](#) is in the first roundabout in front of the Buncombe County Courthouse as you enter the plaza.

Temporary Bid Openings Process: Formal In-Person Public Bid Openings have been suspended. During this public health emergency, the public can attend the bid openings via a live YouTube Feed (see link below). The physical bid openings will be held in the first floor conference room since there is equipment there for the LIVE stream. There will be witnesses to affirm that all proposals remain sealed until the live Bid opening. The project managers should coordinate with Purchasing to ensure there is at least one person from Purchasing as well as one person from the department is scheduled to attend. Purchasing will prepare an agenda with the Bid name and # so the details of each bid opening session will be clear. Purchasing will be responsible for coordinating with Water Service to retrieve the bids from the drop box. If architects or engineers are required at the bid open then the department representative should be responsible for gaining them access into the building and advising Purchasing so they are added to the agenda list. These Bid openings will be **conducted on Thursdays at 3pm** where the Contract Managers and Purchasing staff will open the sealed bids via Youtube. Here is the link to view the bid openings.

<https://www.youtube.com/user/CityofAsheville>

Bids Openings will be on Thursdays only at 3pm since CAPE must assist with the LIVE YouTube event. Location: City Hall 1st Floor Conference Room

- Water Customer Service (WCS) will handle the bids from the drop box and secure them until the bid opening.
- On Thursdays, Purchasing will assist WCS in retrieving the bids from the drop box.
- Courier packages are all being rerouted to Bingham Road. Staff there is logging the bids and a purchasing representative will be responsible for these per Legal's direction for time of pick up and delivery.
- Purchasing Staff and Project Managers will conduct the bid openings.
(one representative from the engineering/architectural firm may be present)

Please use the following clauses in your bid documents:

Temporary Bid Openings Process: Formal In-Person Public Bid Openings have been suspended. During this public health emergency, the public can attend the bid openings via a live YouTube Feed (see link below). There will be witnesses to affirm that all proposals remain sealed until the live Bid opening. These Bid openings will be Thursday, **Month date year** at 3pm. The Contract Managers and Purchasing staff will open the sealed bids via Youtube. Here is the link to view the bid openings. All bid openings will be archived on the City's Bid Page.

<https://www.youtube.com/user/CityofAsheville>

Bid Opening:

Sealed bids will be received and publicly read aloud at 3 pm **DATE** at 70 Court Plaza in the 1st Floor Conference Room. Due to the Declared Emergency the public may attend the bid opening via a live YouTube Feed.

Bid deliveries:

- Hand Delivery of Bids: Bids may be delivered to the City of Asheville's Water Department payment drop box. The drop box at [City County Plaza](#) is in the first roundabout in front of the Buncombe County Courthouse as you enter the plaza.
- Courier Delivery such as UPS or FedEx: All courier deliveries can be addressed to

City of Asheville-Warehouse
200 Bingham Rd
Asheville, NC 28806

Attn: "Project Manager Listed in Bid"

Bid # _____

Date/Time bid is Due: _____

- United States Postal Service (USPS):

City of Asheville
PO Box 7148
Asheville, NC 28802

Attn: "Project Manager Listed in Bid"

Bid # _____

Date/Time bid is Due: _____

***PLEASE NOTE: IT IS THE RESPONSIBILITY OF THE BIDDER TO ENSURE WHATEVER METHOD OF DELIVERY IS USED THAT THE BID IS RECEIVED ON TIME.**