

## PROTEST PROCEDURES

Any bidder, proposer, or contractor who is allegedly aggrieved in connection with the solicitation or award of a contract may protest. Bidders are to be advised that protests of the process, terms, conditions or any other aspect of the solicitation, must be made prior to the bid or proposal due date.

Protests must be in writing and submitted to the Purchasing Agent in either of the following:

**Mail:** Purchasing Agent  
Administrative Services Department  
2929 Tapo Canyon Road  
Simi Valley, CA 93063  
(please state "Protest" in the reference section)

**E-Mails:** [jmedrano@simivalley.org](mailto:jmedrano@simivalley.org)  
[adminservices@simivalley.org](mailto:adminservices@simivalley.org)  
(please state "Protest" in the subject line)

Protest of the recommendation for award for bids must be made immediately, and in no event later than five (5) working days after the close of bids. In the case of an RFP/RFQ, after the notice of recommendation for award. All protests must be based on fact(s) and include the following information:

1. The name, address, telephone number, and email address of the protestor;
2. The signature of the protestor or protestor's representative;
3. The solicitation or contract number;
4. A detailed statement of the legal and/or factual grounds of the protest and all documentation supporting the vendor's position at the time of the initial protest;
5. The form of relief requested.

The Purchasing Agent or designee shall endeavor to respond in writing within five (5) working days to the protestor. Should more information be required, the Purchasing Agent may provide time extensions during this process. The decision rendered by the Purchasing Agent shall be in writing and shall be final.

The City reserves the right to award the Contract to the bidder it has determined to be the responsible bidder submitting the lowest responsive and responsible bid, and to issue a notice to proceed or notice of award notwithstanding any pending or continuing challenge to its determination. The City has no obligation to suspend or otherwise delay the procurement and/or award to allow for completion of a protest process.