

PORT AUTHORITY OF ALLEGHENY COUNTY

BID PROTEST PROCEDURE

OCTOBER 2008

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Bid Protest Procedure

- I. Purpose: Any actual or prospective bidder, offeror or contractor who is aggrieved in connection with the solicitation or award of a contract may file a protest with Port Authority of Allegheny County. The procedures for submitting such protests are set forth herein.

- II. Definitions:
 - A. The term “Port Authority” shall mean Port Authority of Allegheny County.
 - B. The term “bidder” shall mean any actual or prospective bidder, offeror or contractor who is aggrieved in connection with the solicitation or award of a contract pursuant to an Invitation for Bids (IFB), Request for Proposals (RFP) or other form of procurement solicitation.
 - C. The term “interested party” includes all bidders on the contract or procurement. The term also includes a subcontractor or supplier at any tier who shows that he/she has a substantial economic interest in a provision or in the interpretation of such a provision of an IFB, RFP or other form of procurement solicitation.

- III. Grounds for Protest: A bidder may file a protest which alleges that:
 - A. Port Authority failed to follow its prescribed procedures in connection with the procurement which the bidder is protesting; or that
 - B. Port Authority has violated a federal, state or local law in connection with the procurement which the bidder is protesting; or that
 - C. Port Authority has abused its discretion in making a discretionary determination such as deciding the responsiveness of a bid or the responsibility of a bidder.

- IV. Contents of Protest: A bidder desiring to file a protest may submit a written protest, via certified United States mail with a return receipt request, to Port Authority’s Chief Financial Officer (“the Director”). The protest must include:
 - A. the name and address of the bidder;
 - B. identification of the contract or bid solicitation being protested;
 - C. a detailed and factual statement of the grounds for protest;
 - D. supporting documentation; and
 - E. the desired relief, action or ruling.

V. Time for Filing:

- A. Protests alleging restrictive specifications or improprieties in the bid solicitation which are or should be apparent prior to the bid due date must be received by Port Authority not later than three working days prior to the bid due date.
- B. All other protests must be received by Port Authority within five working days after the cause of the protest should have reasonably become known to the protestor, but in any event not later than five working days after the contract has been approved by the Port Authority Board.
- C. Any additional information relevant to the protest requested by Port Authority from the protestor shall be submitted to Port Authority as expeditiously as possible, but in no case later than three working days after receipt of such request by the protestor.
- D. The time limits set forth in this section must be strictly adhered to. Port Authority will not consider a protest or additional documentation which is not received by the Director within the time periods set forth in this section.

VI. Action by Port Authority:

- A. If an award of a contract has already been made at the time that a bid protest is received, Port Authority will notify the contractor of the protest, and will delay the issuance of any notice to proceed until the protest has been disposed of.
- B. If an award of a contract has not already been made, but bids have been opened, Port Authority will notify all bidders who appear to have a substantial and reasonable prospect of receiving an award if the protest is denied.
- C. A recommendation to the Port Authority Board will not be made for contract award until a written response to a bid protest has been prepared by the Director and such response has been transmitted to the protestor.
- D. If a bid protest is filed before the due date for receiving bids, Port Authority will notify all bidders from whom bids have been received of the filing of a protest and that bids will not be opened until the protest has been resolved.
- E. The filing of a protest will not alter the date on which bids are due. Bids will not, however, be opened by Port Authority until such time as the protest is resolved.

- F. If Port Authority determines that the protest has merit and that the contract must be rebid, Port Authority will set a new date for the submission of bids as set forth in paragraph VI (H).
 - G. Port Authority shall make a decision regarding the protest and send notice of that decision to the protestor within ten working days following receipt of the protest by Port Authority. The notice of the decision shall outline the factors upon which the decision is based.
 - H. If the relief, action or ruling requested by the protestor is granted, Port Authority will take appropriate actions to amend the bid solicitation or terminate the procurement process.
- VII. Furnishing Information on Protests: Port Authority shall, upon request, make available to any interested party information bearing on the substance of the protest which has been submitted by the protestor except to the extent that withholding of information is required by law or regulation. Any comments on this material must be received by Port Authority within three working days, but in no event will a decision be delayed because an interested party has not had an opportunity to provide comments.
- VIII. Conference: A conference on the merits of the protest with the Director may be held if the Director deems such a conference to be necessary. Interested parties may request, and in the discretion of the Director may be invited to attend the conference.