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- I. Purpose To provide for guidelines on Bid/Proposal cancellation and related procedures.
- II. Scope These procedures apply to all cancelled Bids or Proposals.
- III. Responsibility
- A. Authority  
Pursuant to the Purchasing Manager's expressed authority to cancel bids or proposals as provided for in the Escambia County Code of Ordinances:
1. **Section 46-82 (Competitive Sealed Bid Process)**  
*Generally subsection (e) bid cancellation or postponement*
  2. **Section 46-88 (Competitive Proposal Process)**  
*Some requests or information Subsection (3) Proposal cancellation or postponement.*
- B. Procedure
1. Upon determination by the Purchasing Manager or designee as applicable that a bid or proposal should be cancelled by the authority and for any reason listed in the above two authority sections of the Code of Ordinances, the Purchasing Agent shall be responsible to follow through on the cancellation procedures.
  2. The Purchasing Agent shall assure preparation and posting of the appropriate Public Notice Board posting regarding the cancellation:
    - a. Form #3a **Public Notice of Bid Cancellation;** or
    - b. Form #3c **Public Notice of Proposal Cancellation**
  3. The Purchasing Agent shall assure preparation of the appropriate notification letters to all known interested parties:
    - a. Letter #3b **Letter to Interested Parties Announcing Bid Cancellation**
    - b. Letter #3d **Letter to Interested Parties Announcing Proposal Cancellation**The Purchasing Agent shall assure that the letter contains the directly quoted reason from the Ordinance as to why the Bid/Proposal was cancelled.