

DES Administrative Services Procedure No. 5.40.2

Breaking Bid Ties

Title:	Breaking Bid Ties
Applies To:	Department of Engineering & Architectural Services employees
Information Contact:	Engineering & Architectural Services
Effective Date:	May 6, 1996
Last Update:	July 1, 2015
Approved By:	 <hr style="width: 20%; margin-left: auto; margin-right: auto;"/> /s/ <hr style="width: 20%; margin-left: auto; margin-right: auto;"/> William Frare Assistant Director, Engineering & Architectural Services

Related policy: No. 5.40.1 Breaking Bid Ties

Background

This procedure applies when two or more bidders submit identical base bid prices (a tie) in bidding a public works construction project and a bid evaluation has verified that the bids are identical.

Participants include:

- Contracts Manager
 - Witnesses
 - Contract Specialist
 - Bidders (optional)
-

Summary of Tasks

Action By	Action
Contracts Manager or Designee	1. Sets date, time and place mutually agreeable to all parties involved for the coin toss.
	2. Present at least three (3) suitable US quarter dollar coins for tossing to all the parties.
	3. Assigns a contracts specialist to record tie breaking meeting, results and finalizes meeting record.
Contracts Specialist	4. Prepares a "Tie Breaking Meeting Record and takes document into Tie Breaking Meeting to record the proceedings.
Bidders	5. Inspects, accept and/or rejects coins. One coin must be selected.
Contracts Manager (or designee)	6. "Heads is given to the bidder whose last name is first in the alphabetical order. "Tails" is assigned to the remaining bidder. If there are more than two bidders with identical bids, the two bidders whose names are first in the alphabet with go first. The winner of that round will toss the coin to the next bidder in alphabetical order; until only two bidders are left. The winner of the last coin toss will be considered the winner of the bid.
	7. Selects one of the three coins previously inspected and approved by the bidders for tossing.
	8. Shake the chosen coin in his/her hands. Hands will remain closed so that no surface of the coin is visible during the shake.

Action By	Action
	9. Tosses the coin high enough to hit the ceiling to counteract any potential bias that may have imparted to the coin.
	10. Once motion of the coin is ceased, inspect the coin and announce "heads" or "tails".
	11. The bidder whose assigned value is "heads" or "tails" matches the value of the coin as it landed will advance to the next round if more than two bidders, or will be awarded the contract.
	12. Loudly announce the results of the coin toss and state "These proceedings are closed".
Contracts Specialist	13. Complete the "Tie Breaking Meeting Records" document.
Witnesses	14. Signs the "Tie Breaker Meeting Records".
Contracts Manager	15. Places Meeting Record into the official contract file.

Breaking Bid Ties Procedure

