



**Coachella Valley Water District  
Board of Directors**

**Resolution No: 2023-\*\***

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
COACHELLA VALLEY WATER DISTRICT  
ADOPTING UPDATED BID OPENING AND EVALUATION PROCEDURES**

*WHEREAS*, the Coachella Valley Water District (“District”) is a County Water District duly formed and operating under the County Water District Law set forth in Water Code Section 30000 et seq.; and

*WHEREAS*, for certain projects and contracts, the District is required to engage in competitive bidding procedures, depending on applicable law and District policies; and

*WHEREAS*, the Board of Directors previously adopted Resolution No. 2003-196 establishing bid opening and evaluation procedures to be implemented for certain projects and contracts when required under applicable law and District policies; and

*WHEREAS*, the Board desires to update the bid opening and evaluation procedures as set forth herein including, but not limited to, an updated list of District staff designated to be present during bid openings and other bidding procedures.

*NOW, THEREFORE, BE IT RESOLVED* by the Board of Directors of the Coachella Valley Water District that this Board finds and determines:

1. The forgoing recitals are true and correct and are made findings and determinations of the Board, and by this reference made an operative part of this Resolution.

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2. The bid opening and evaluation procedures are hereby established as follows:

A. Bids will be received electronically or by delivery to the District Offices, at the sole discretion of the District, before and until a specified time and date.

B. Bids will be opened (physically or electronically) at a specific time and date, at which time they will be recorded.

C. Bids will be opened in the presence of a representative from the Procurement Division and one from any three (3) of the following District Departments (an alternate may be designated by each Department):

Administration-Clerk of the Board  
Communication/Service/Conservation  
Engineering  
Finance  
Procurement

D. Bids will then be referred to the appropriate District Department to: (i) determine whether bids are responsive; (ii) determine whether bidders are competent and qualified; (iii) tabulate bids; and (iv) develop a recommendation for action by District staff or the Board as applicable.

E. Bids may be acted upon by District staff or the Board of Directors as authorized under the applicable law and District policy.

3. This Resolution shall take effect immediately upon its adoption and upon adoption, Resolution No. 2003-196 shall be deemed to be superseded and of no further force or effect.

4. If any section, subsection, clause or phrase in this Resolution is for any reason held invalid, the validity of the remainder of this Resolution shall not be affected thereby. The Board hereby declares that it would have passed this Resolution and each section, subsection, sentence, clause, or phrase thereof, irrespective of the fact that one or more sections, subsections, sentences, clauses or phrases or the application thereof be held invalid.

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*PASSED and ADOPTED* by the Coachella Valley Water District Board of Directors during a regular meeting on this \*\*14 day of ~~(Month)~~ February 2023\*\*, by the following vote:

AYES:

NOES:

ABSENT:

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***CERTIFICATION***

I do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly adopted at a meeting of the Board of Directors of the Coachella Valley Water District, held on this \*\*\* day of (Month), 20\*\*.

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Sylvia M. Bermudez, MMC  
Clerk of the Board  
Coachella Valley Water District