

LEE MEMORIAL HEALTH SYSTEM BOARD OF DIRECTORS

POLICY MANUAL

no. 10.21B

category: General Operations
title: Public Notice of Bid Requests

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07/26/02 supersedes no. 10.21A

PURPOSE:

To ensure notification of interested parties.

POLICY:

When requesting sealed proposals, the Lee Memorial Health System Board of Directors will publish notices in the legal column of the local newspaper of general paid circulation.

Once specifications are determined, the notice to be placed in the legal column shall include:

1. Identification of the item, project or service for which the Health System is entertaining bids.
2. Where bid specifications may be obtained.
3. Time and place bid opening will be held.