

**CITY OF ARVADA
FORMAL AWARD PROTEST FORM**

For office use only:
Date received by the
Clerk's Office: _____
Signature: _____

STOP. READ THESE DIRECTIONS BEFORE COMPLETING THIS FORM.

1. If you wish to protest an award made as a result of a City solicitation, you must file an informal award protest with the City's purchasing manager before you file this form. For more information, see the Arvada City Code §§ 82-81 – 84.
2. If you are aggrieved or dissatisfied by the decision of the purchasing manager, and you wish to pursue your protest, then you must file this form with the City Clerk's office. This protest form must be filed not later than 7 days after the date the purchasing manager issued the response to your informal award protest notice.
3. This form must be complete when filed. It may be filed with the City by emailing the completed form and all attachments to the Clerk's office at this address: krush@arvada.org, OR by delivering this information to the Clerk's office located at the Arvada City Hall, 8101 Ralston Road, Arvada, Colorado, 80002.
4. See the Arvada City Code §§ 82-81 – 84 for more information.
5. If you have any questions, please contact the Purchasing Manager's Office at 720-898-7099 or purchasing@arvada.org, or the City Clerk's Office at 720-898-7550.

Section A: Vendor and award information.

APPLICANT INFORMATION:

Name: _____ Email: _____ Phone: _____

Company (Vendor) Name: _____ Your connection to the Vendor: _____

Vendor's Mailing Address: _____

CONTRACTOR INFORMATION (if different than above):

Authorized Representative Name: _____ Email: _____ Phone: _____

Representative's Mailing Address: _____

Name/number of city solicitation process or award you are protesting: _____

Section B: Protest information (feel free to attach additional pages as needed).

Describe the nature of your protest: _____

What about the city's solicitation or award process do you feel was irregular or unfair? _____

City of Arvada
Formal Award Protest Form

List any provisions of the Arvada City Code or applicable city policy or policies you think were not properly followed during this solicitation or award: _____

Other than not being awarded this contract, describe the exact nature of the competitive disadvantage created by or as a result of the city's solicitation or award process: _____

Section C: Resolution.

Based on all the information known to you, what would be the fairest way to resolve this protest? _____

Section D: Attachments.

1. You must attach a copy of the purchasing manager's written response to the informal protest you filed in this matter.
2. You may file any other document you think would be helpful in resolving your protest.

NEXT STEPS

This protest will be considered by the city manager (or designee thereof) to determine whether you have demonstrated by substantial and competent evidence that the award process violated the Code or other laws or policies. In evaluating your protest, the manager will review all the information you submitted, as well as any information submitted by the purchasing manager about this matter. The manager (or the designee) may contact you for additional information. The manager should issue a written decision in this matter no later than 21 days after the Clerk's office receives this form; however, if the manager fails to issue a decision in that time, your protest will be deemed to be denied. Should this protest be denied, your right to appeal is set forth in A.C.C. §82-83(j).