

CHAPTER 700: GENERAL PROVISIONS

SECTION 700.010: PROTESTS CONCERNING SOLICITATIONS OR CONTRACT AWARDS

A. A protest is a written complaint concerning the City of Seligman's solicitation or award of a sub agreement or contract which must be filed in writing with the Clerk of the Board of Aldermen of the City by a party with a direct financial interest adversely affected by the City of Seligman's procurement action for the construction and maintenance of public utilities, including water, sewer and wastewater systems.

B. A party with a financial interest, which believes they are adversely affected by a procurement action by the City of Seligman on solicitation or award of a contract or sub-agreement, must file a written protest stating the basis for said protest with the Clerk of the Board of Aldermen of the City, as early in the procurement process as possible. It must be received by said Clerk within seven (7) days after the basis for the protest is known or should have been known and before bid opening or the closing date for receipt of proposal for letting of contracts. The Board of Aldermen upon receipt of said protest shall hold a hearing as soon as reasonably possible on proper and legal notification to the party with the financial interest which is allegedly, adversely affected by the action of the City and that said protestant shall be accorded a complete hearing and shall have the right to adduce evidence, both verbal and documentary to the Board of Aldermen. Upon conclusion of the hearing and evidence adduced as submitted the Board of Aldermen shall announce and issue its written decision and order making disposition of the issues raised in said protest. A written copy of the decision of the Board of Aldermen shall be served upon the protestant within seven (7) days after the hearing.

C. Protestant shall have seven (7) days thereafter to file a protest appeal with the appropriate United States or State agency or official making any awards of financial assistance to the City in the construction and maintenance of said public utility projects.

D. The protest appeal shall be governed by the rules and regulations of the Environmental Protection Agency set forth in 40 CFR, Part 31, Section 31.36 (b) (12) which is hereby incorporated herein as if set out in full as pertains to the City of Seligman.

E. The provisions of this Section shall be incorporated in any solicitations, contract awards, or sub agreement entered into by the City.

SECTION 700.020: UTILITY BILLING DEPOSIT - REQUIRED

Before connecting to the municipal water system, any person requesting water service from the City shall pay to the City a deposit to secure the future payment of water bills to be in an amount as established and periodically adjusted at the discretion of the Board of Aldermen. All users shall be billed monthly in accordance with the "Utility Billing Policy", a certain document being marked and designated, a copy of which is on file in the office of the City Clerk of the City of Seligman.