



SHANE BROWN ELECTRIC

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Subject: Formal Bid Protest – Bid #2025-0156

To: Procurement & Contracts Division
County of El Dorado

Dear Matthew,

Pursuant to the Bid Protest Procedures, this letter serves as a formal protest of the recommended award for Bid #2025-0156 – Install New AWOS on Existing Tower at the Placerville Airport.

Basis for Protest

The apparent low bidder, Pacific Underground Services, submitted a bid that is non-responsive due to failure to comply with mandatory bid requirements, including incomplete and/or missing required documentation.

1. Incomplete Proposal Forms

The submitted proposal contains sections that are incomplete, not fully executed, or contain placeholder or missing information.

The bid documents explicitly require that all proposal forms be fully completed and submitted as part of a complete proposal package.

Failure to properly complete required forms constitutes a material deviation from the bid requirements and renders the bid non-responsive.

2. Failure to Submit a Complete Bid Package

The bid instructions clearly state that all required documents and forms must be completed and submitted at the time of bid.

A complete proposal is mandatory. Omissions, blank fields, or incomplete entries in required sections prevent the County from fully evaluating the bid and therefore constitute a material defect.

Supporting Documentation

Attached for review:

- Pacific Underground Services bid documents (highlighted deficiencies)
- Bid requirements identifying mandatory forms and completeness requirements

Request

Based on the above, we respectfully request that the County:

- Determine the bid submitted by Pacific Underground Services to be non-responsive
- Reject the bid in accordance with the bid requirements
- Reconsider award to the next lowest responsive and responsible bidder

Thank you,

Shane Brown - President
(530) 723-8340

18. **BIDDERS PROTEST PROCEDURES:** The Chief Administrative Office, Procurement & Contracts Division, will notify all Bidders in writing of its recommendation for award or rejection of bids, and the date and time on which the recommendation for award will be considered and acted upon by the Board of Supervisors ("Notice of Intent to Award"). All bidders may attend the Board of Supervisors meeting, address the Board, and be heard.

Within five (5) working days from the date of the Notice of Intent to Award, the Bidder protesting the recommendation for award must submit a formal written protest to the Procurement & Contracts Division, stating in detail the basis and reason for the protest. The Bidder must provide facts to support the protest including any evidence Bidder wishes to be considered together with the law, rule, regulation, or criteria on which the protest is based. The Bidder's formal written protest and supporting documents will be reviewed by the County's Purchasing Agent. The County's Purchasing Agent will either approve or reject the Bidder's protest. If the County's Purchasing Agent rejects the Bidders protest, the protest will be heard and acted upon by the Board of Supervisors. The Bidder may attend the Board of Supervisors meeting at which the recommendation and bid protest will be considered. If the Bidder is not in attendance at that time, the bid protest may be dismissed by the Board of Supervisors without further consideration of the merits and the decision of the Board of Supervisors on the bid protest shall be final.