



PROTEST PROCEDURE
PROCUREMENT DIVISION
CITY OF WENTZVILLE, MISSOURI

Bidder/offeror may submit a formal protest in connection with an award of a solicitation by submitting the written protest to the Procurement Division in the following manner:

The protest must be in writing and emailed to:

Director of Finance (jeff.lenk@wentzvillemo.gov) and/or

Procurement Division (procurement@wentzvillemo.gov)

The protest must be received within five (5) business days from when the award was made public by any of the following methods (whichever occurs first starts the 5 business days):

- Notice of Intent to Award issued publicly through the eBidding System or other notification method;
- Approval at a Board of Aldermen meeting (meetings are public, live-streamed, and recordings are publicly posted).

The five (5) business days excludes weekends and City holidays. A protest submitted after the fifth (5) city business day period may not be considered.

The written protest should include the following information:

- Name, address, email, and phone number of the protester;
- Solicitation (bid) number and title;
- Detailed statement describing the grounds for the protest; and
- Supporting exhibits, evidence, or documents to substantiate the claim.

A protest which fails to contain the information listed above, may be denied solely on that basis. All protests filed within the 5-day period will be reviewed. A written determination of the protest will be issued. A determination only on the issues asserted in the protest will be addressed. A protest which is untimely or fails to establish valid grounds for protest will be denied. The City's determination will contain findings of fact and a conclusion that the protest will be either accepted or denied. The City's decision is final.