



Rose Bowl Operating Company Bid Protest Procedure

- (a) Prior to contract award and no more than ten working days (working days are Monday through Friday) after the bid opening, any responsive bidder who has submitted a bid may file a protest with the Chief Compliance Officer.
- (b) All protests must be in writing, dated, with the specific name of the bid, signed by an authorized representative of the company and must contain clear and complete statements of the reason(s) for the protest; including citing the law(s), regulations, or procedures on which the protest is based. It is the sole responsibility of the aggrieved bidder/vendor to provide all necessary facts and evidence to support the written protest.
- (c) The Chief Compliance Officer will review such protest and issue a written decision within ten working days of receipt of the written protest. During this procedure the RBOC/City shall not proceed with an award until such time that the decision is given in writing to the aggrieved bidder.
- (d) Any appeal of the Chief Compliance Officer's decision shall be made to the RBOC General Manager prior to the final award. The Chief Compliance Officer's decision shall be binding and final.
- (e) In circumstances of urgent need and when it is in the best interest of the RBOC/City to do so, the RBOC General Manager may dispense with the protest procedure.
- (f) Protests are to be mailed or hand delivered in a form requiring proof of delivery to the attention of the Chief Compliance Officer at the following address: Rose Bowl Administrative Offices, 1001 Rose Bowl Drive, Pasadena, CA 91103.
- (g) In no event shall a protest be considered if all bids are rejected and/or after the award of a contract.
- (h) Any bid protest that does not comply with the process provided for in this section shall not be reviewed.