

Competitive Bids Process

In an effort to ensure quality yet comparable prices for services or products rendered, the practice of acquiring a minimum of three bids will be followed where practicable. The following will outline the process for obtaining bids:

A minimum of three bids will be requested for:

- A. Operating Budget Items*
 - a. Anticipated
 - b. Planned
 - c. Over \$10,000 annually

- B. Major Repair and Replacement Items**
 - a. Anticipated
 - b. Planned
 - c. Over \$10,000 annually

***Operating Budget--Recurring Services** Certain services are routinely completed every year on an annual basis. These recurring services include pool maintenance, landscaping services, security services, cleaning services, rubbish removal, and insurance coverage, and fall within the operating budget for the Parkview Hills Community Association. Certain trade services specific to heating/cooling and/or plumbing lend themselves to a particular vendor/contractor that is familiar with the interconnected workings of the mechanical systems of the clubhouse facility. The continued repairs by one vendor/contractor of these items should not be compromised due to cost. Familiarity of the facility and its mechanical systems requires an intricate balancing of the various components. Successful repairs and support for these systems should be provided by a primary vendor/contractor continually involved with the systems of the clubhouse. Management shall advise and the Board of Directors will establish which recurring services shall be bid on a yearly basis.

****Major Repair and Replacement--One Time Services** Certain services are "one time" in nature and can be planned for in advance. Items outlined in the Major Repairs and Replacement schedule will be bid according to the dollar amount stipulated above. All vendors/contractors will be given the identical specifications of the task to be performed when practical.

Unanticipated On occasion, various services may be necessary that require immediate attention due to manifest danger to staff, members, the facility, or its appurtenances. Efficient and expedient timeliness of a repair may require management to appropriately direct and schedule the repair immediately, foregoing the necessity of obtaining three bids.

PROCESS:

1. Management will identify at least three (3) contractor/vendors, including themselves, to provide a bid. To be considered, management must also provide a written bid.
2. Management will draft a written bid request for review and finalization by the PHCA Board of Directors (Board).
3. An appointed member of the Board is to mail the bid requests and receive the bids directly.
4. Bids, including management's, are to be opened in the presence of management and the Board.
5. The final bid approval and selection of the vendor/contractor will be approved by the Board.
6. Management will contact the approved vendor/contractor and schedule the work authorized.
8. The Board will approve the work before payment of nonrecurring work.

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