

Chapter 4-11

STANDARD BIDDING, PRESENTATION AND APPROVAL PROCESS

I. POLICY

- A. The General Manager is authorized to direct expenditures and purchases within the limits of the detailed annual general fund budget. The General Manager shall establish purchase order procedures as a means of monitoring the expenditure of funds. Any staff who obligates the Association without prior authorization may be held personally responsible for payment of such obligations.
- B. Prior to securing competitive bids, specifications will be developed by the respective Department Manager (who may request the assistance of appropriate committees or a professional in the field) and approved by the General Manager. If it is not feasible to develop specifications, a written explanation will be provided to the Board of Directors with accompanying documentation that may be available.
- C. With the exception of unusual circumstances, such as emergencies, vendors/contractors will be directed to submit sealed bids by the Friday prior to the Agenda Planning Meeting each month. Bids will be opened on the day prior to the Agenda Planning Meeting at a time and place specified on the bid request.
- D. The specifications and/or "request for proposal" (RFP) will include, at minimum, an accurate description of the work to be completed or item to be purchased, a deadline for submittal of the bid, a request for a job/delivery timeline, guarantee/warranty information, insurance/licensing information (if not on file) and a payment schedule.
- E. The specifications with an RFP will be submitted to, at minimum, three reputable, insured and licensed (if licensing is required) vendors/contractors in an effort to secure bids. Bids will be returned to the Department Manager who requested the bids.
- F. The bid package (RFP and specifications) will be submitted to the Board along with the bids. Unless there are unusual circumstances, such as an emergency, the bid package and bids will be submitted to the Board in the Board Meeting Packet each month. Any HOA employee labor required to implement, install, equip or support an RFP item shall be specified and the HOA labor cost included with the bid package submitted for Board approval.

- G. Bid prices will be kept confidential by management and the Board Members until the prices are placed on the Board Meeting Agenda after the Agenda Planning Meeting takes place.

- H. Per the Sun Lakes Homeowners Association II Bylaws, any purchase for services and equipment of over \$3,000 shall be via a written and approved contract; any expenditure over \$5,000 shall require a minimum of three (3) written bids in addition to a contract. Note that exceptions to the “three bid” process are provided for in the Bylaws.