

Champions Club Condominium Association

Bids Criteria

September 2012

1. Bids will be obtained for any job in excess of \$1500, or any new job or new contractor even if for a smaller dollar amount. For existing work or contractors, and for work under \$1500, the Board may contract without a bidding process.
2. The board member who is responsible for obtaining the bids will develop a request for bids sheet listing appropriate criteria, for review by the Board.
3. Vendors are required to prove that they have Workman's Compensation and Comprehensive Liability insurance in an amount acceptable to the Board.
4. Bids will be obtained in writing from at least three vendors that the board member deems are reputable and will do a good job. The board member is encouraged to meet with the contractors, look at some work they have done in the past, and check references.
5. The board member will present the bids to the board with the specifics of the job and the quoted prices and his/her opinion on the relative merits of each vendor.
6. Quality, price, past performance for the association, performance viewed elsewhere and time estimates are the criteria for selection.
7. The board will discuss the member's recommendations and the vendors will be ranked.
8. Once ranked, the references will be verified and the insurance and other information verified. If the information is confirmed, the first choice will be hired. If the references for the first choice are unacceptable, then the second best choice will be used, and so on.
9. All bids will be filed and saved for future reference by the Treasurer and will be available to the co-owners.
10. Under unusual circumstances determined on a case by case basis at the discretion of the Board, the board can agree to forego bids and use a contractor who previously did the job, especially when there are prior bids.
11. Any board member(s) with a conflict of interest will not vote.

