

A98-001 PROCUREMENT OF CONTRACTORS

- No expenditures will take place without the Board of Directors' approval UNLESS it is labeled an Emergency as defined in the Emergency Expenditure Policy (A98-002)
- All bids must be in writing
- The bid MUST address all facets contained in the published Statement of Work/RFP. If not, the bid will not be considered.
- Additional performance items should be attached to the bid separately and not included in the primary quote requested.
- For any contracts of \$1, 000.00 or greater, intended use of a sub-contractor must be identified in the proposal
- All contractors and, sub-contractors (if used), must have and show proof of Workman's Compensation insurance coverage
- Contracts shall be classified as:
 - A) Major \$15,000.00 or greater
 - B) General Operating \$2,000.00 - \$14,999.00
 - C) Incidental \$1,999.00 or less
- The requirements for the bidding process of each contract classification as follows:
 - A) Major Contracts: -These are defined as contracts expected to cost \$15,000.00 or greater
 - Formal RFP developed & sent to selected vendors
 - Minimum of three (3) bids must be secured
 - Selection Committee can be established by the Board President as deemed necessary by the Board of Directors
 - Must have the involvement of the appropriate committee (e.g. Community Events for Pool Company, etc.)
 - Must have the recommendation of the Exeter Management Company.
 - Examples include: Management, Pool, Landscape, Snow Removal
 - B) General Operating: -These are defined as contracts expected to fall within a range of between \$2,000.00 and \$14,999.00
 - Formal Statement of Work to be sent to selected vendors
 - Minimum of two (2) bids must be secured
 - Must have the recommendation of the appropriate committee (Example as given above)
 - Examples include: Clubhouse Cleaning, Street Cleaning
 - C) Incidental Contracts: -These are contracts expected to fall under \$2,000.00.
 - Formal Statement of Work to be developed
 - Minimum one (1) bid is required

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-Candidate selection is at the discretion of the Management Company and/or appropriate committee

NOTE: For purposes of classifying a particular contract where the final amount may be unforeseen, the contract will be classified based on the BUDGETED amount for that project. Example: Snow Removal

TIMING OF PROCESS: For contracts of \$15,000.00 or greater, the above actions/requirements shall begin no later than three (3) months prior to the expiration of the current contract. Specifically, this provision applies to the following: Pool Management, Association Management, and Landscaping.

NOTE: In lieu of the above guidelines/requirements for number of bids per type of contract, that in cases of extreme difficulty in obtaining the required number of bids, the Board may choose by approved motion to waive the required number of bids. Such decisions will be based on due diligence on the part of the Management Company, nature of contract, availability of qualified contractors, and urgency for completion of stated work.

Revised

9/01