

## COMPETITIVE BID PROCEDURES

1. A. All projects up to \$3,500 need only 1 bid and can be approved by the General Manager.  
B. Projects from \$3,500 and \$7,000 need 3 competitive bids and can be approved by the Maintenance Committee Chair.
2. Projects over \$7,000 need 3 competitive bids and must be approved by the Board.
3. In determining if the dollar limits for complete bidding and/or Board approval have been exceeded, the cost of a single item and/or job will be used. As an example; if the cost of a single door is \$500.00 and we need to replace six (6) doors at a total cost of \$3000.00, competitive bidding would not be required.
4. When bids are required a minimum of three (3) bids must be solicited. All requests for bids will have appropriate response dates based on the needs of the situation. Proposals from contractors must be received by the response date requested to be considered.
5. The Maintenance Manager and/or the appropriate Board Liaison person will provide the written specifications and appropriate response dates for all required bids to the Managing Agent.
6. The Managing Agent (management company employee) will solicit the bids. The Managing Agent will return all responses from contractors to the appropriate Board Liaison person and/or Maintenance Manager by the response date requested.
7. Notwithstanding these limitations, the managing Agent, Maintenance Manager, and/or the appropriate Board Liaison person, on behalf of the Association, without prior consent, may expend any reasonable amount or incur a contractual obligation in any reasonable amount required to deal with emergency conditions which may involve a danger to life or property or may threaten the safety of the community or the owners and occupants or may threaten the suspension of any necessary service to the community.
8. Establish a list of qualified responsive and responsible contractors who are willing to bid on various types of work in Queen's Landing.
9. Solicit bids on services and materials that are frequently used at the beginning of each year. This would eliminate the need to get bids for each individual occurrence of such services or material.

The above proposals were brought before the Board and were approved in 2002. Items 1 and 2 are as revised by motion at the June 28, 2012, BOD meeting. These proposals are consistent with the current Queens Landing Rules and Regulations.