

LAKE FOREST COMMUNITY ASSOCIATION, INC
BIDDING GUIDELINES (revised Sep 2014)

The Lake Forest Community Association, Inc. (the “Association”) strives to maintain its property and assets with the highest standards. To do so, the Board of Directors (the “Board”) is routinely compelled to bid contracts for maintenance, upgrades, repairs and day-to-day management of the Association and its owned assets. The Board feels that these contracts must be bid in a uniform manner with consistency on the form and function of the bids. By bidding projects, the Board can continually be fiscally responsible with the funds of the Association. However, the Board is in no way compelled or obligated to take the lowest bid on any project. The Board will conduct itself in such a manner as to avoid the appearance of impropriety or conflict of interest. Negotiations shall be conducted at arms-length. Contracts will be awarded on the basis of which contractor, regardless of the existence of any personal or professional relationships with a member or members of the Board or of the Association, can best perform the required service for the Association.

Bidding Guidelines:

- Projects or individual expenditures anticipated to involve expense of at least \$10,000.00 (exclusive of tax) must be bid unless prior approval from the Board is obtained. Projects or expenditures anticipated to involve expense of less than \$10,000.00 (exclusive of tax) are at the discretion of the Board whether or not they should be bid, and subject to the Association’s “Schedule of Signature Authorizations”.
- The Association and /or its management company must attempt to find at least 3 qualified bidders for all projects to be bid. If 3 bidders are not available, at least 2 companies must bid. Contracts can be awarded to projects with a single bidder; however, the Board must formally approve this action in a Board Meeting or through the e-mail process for such approval.

Bidder Qualifications:

- Contractor must have all necessary licenses or have licensed employees for specialized tasks (Electrical, Plumbing, Irrigation, etc.)
- Contractor must have adequate insurance coverage for the project and provide a copy of the insurance or a certificate of insurance for the Association. Such copy or certificate must indicate coverage limits. All Contractors must have at a minimum:
 - Liability
 - Workers’ Compensation
 - Automobile
- The Board may set other necessary insurance coverage and specific minimums depending upon the project. Contractor must agree that the Association and its management company be named as additional insureds on each insurance policy.
- Any sub-contractors used by the Contractor are the sole responsibility of the Contractor and must be covered by the Contractor’s insurance coverage.
- Contractor must have professional references.

Bid Specifications:

- All projects bid must have a bid specification sheet and, if necessary, plans.