

Standard Operating Procedure for Capital Project Bids

Section A. Contract Procedure for Goods and Services

Type/Category	Process Required
Purchase \$0 - \$5000	Operating Expense -Covered by Staff Reviewed by BOD
Bid or Purchase \$5001 - \$25,000	Strive for 3 bids or verbal quotes.
Bid or Purchase \$25,001 and above	Strive for 3 bids to be reviewed by the appropriate Committee and the Finance Committee. Their recommendation will be sent to the Board of Directors for contract approval.

The General Manager is authorized to sign contracts that have a value less than Twenty- Five Thousand Dollars (\$25,000.00) as long as the contract is for budgeted supplies, equipment or services and the contract amount is within the approved annual budget and will be subject to audit and BOD review.

Section B. Notice for Bids

1. Notice inviting bids shall be published at least once on the Community Associations Website, published in the Community Association's Newsletter and Official Community Association Facebook page and Constant Contact email. The notices required shall include a general description of the articles to be purchased or sold, shall state where specifications may be secured, and the time and place for opening bids. All bids will be submitted the Wednesday before the appropriate Committee Meeting.

2. In addition to the above, the General Manager whenever possible may also solicit bids by:
 - a. Direct communication request to prospective vendors,
 - b. By telephone or email, as may seem to him/her to be in the best interest of the Community Association.

Section C. Awarding Contracts

1. Contracts shall be awarded to the best responsible bidder. In determining "best responsible bidder", in addition to price, the following shall be considered:
 - a. The ability, capacity and skill of the bidder to perform the contract or provide the service required.
 - b. Whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference.
 - c. The quality of performance of previous contracts or services with LSLCA and other references.
 - d. The quality, availability and adaptability of the supplies or contractual services to the particular use required.
 - e. The ability of the bidder to provide future maintenance and service for the use of the subject of the contract.
 - f. The appropriateness of the conditions attached to the bid.
 - g. The Board of Directors reserves the right to reject all bids and restart the process of bidding.
2. Bid security may be required and shall be submitted with each bid in the amount of 5 percent of the bid amount. No bids may be withdrawn for a period of 60 days after opening of bids. Bid security can be in the form of a bid bond, Cashier's Check or Certified Check.
3. Certificates of Insurance. Evidence of the valid insurance, limits and endorsements shall be furnished by the Contractor to the Owner before hereunder is commenced by the Contractor.

4. Workers Compensation and Employers Liability Insurance shall be furnished as required by any regulation and shall be statutory limits.

Section D. Coordinating with Committees

The Community Association Committees will review the Bids for Goods and Services based on their individual role as a Committee ie: Aquatics, Courts, Engineering & Facilities, Golf, Lakes & Parks will be given the opportunity to review bids for recommendations to the Board of Directors and when appropriate to the Finance Committee.

1. Bids are to be submitted to the appropriate committee(s) in a timely manner, when applicable.
2. Committees will review all bids and submit their recommendations for the Community Association Board of Directors and when appropriate to the Finance Committee.
3. Committees have the right to ask for more information to make an informed recommendation to the Board of Directors.
4. In the event a time sensitive decision should be made the Board of Directors and General Manager may need to act in the best interest of the Community Association and by-pass Committee recommendations.

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