



## **Formal Bidding Process**

### **Rules for a Competitive Bidding Process:**

- Must use this process for all expenses over \$1,000.00
- Bids carried over from previous years (ie...pool care & lawn care) do not need to be rebid, unless an increase of more than 5% exists
- The board will select a subdivision member to carry out the bidding process
- Obtain at least 3 bids unless the market lacks 3 possibilities
- Provide all vendors with the same information so that bids are comparable (apples to apples)
- Do not divulge bids from previous bidders to the new bidder
- Ask vendor for an itemized bid when there are multiple parts

### **Analysis:**

- Each buying decision is unique
- When all bids have been received, the subdivision member will analyze the results
- The subdivision member will then present a summation of the results to the board
- The board will then work together to assess each proposal to determine which represents the best value to the subdivision