

BID POLICY
REVISED AUGUST 1, 2013
DIAMONDHEAD PROPERTY OWNERS ASSOCIATION

GENERAL: The goal of this bid policy is to secure the lowest price for goods and services while meeting quality and timeliness needs of the Association. Procurement of all goods and services shall be competed in accordance with the procedures identified below.

SPECIFICS:

ANTICIPATED BID PRICE OF LESS THAN \$5,000:

Bids for Goods and services under \$5,000.00 may be researched and prices obtained by phone or internet. Bid and/or Proposal prices will be recorded on the place provided on the standard Diamondhead Purchase Order – Accounting, Department, and CPC copies. Routine off the shelf items under \$1,000.00 each may be purchased from local or selected vendors.

ANTICIPATED BID PRICE BETWEEN \$5,000 and \$50,000:

Any goods or services exceeding the \$5,000.00 threshold will use competitive bid procedures. A formal Request for Bid/Proposal (procedure and example attached – Note the current document does not have an attachment – Document No. ___) will be used. Written bids, quotes or proposals should be obtained whenever possible. However, if the goods or service specifications are minimal and straightforward, bids may be solicited by phone or internet. A phone bid should only be accepted if it is immediately followed up with a written bid received by fax or email.

ANTICIPATED BID PRICE EXCEEDING \$50,000:

Any procurement for goods and/or services over \$50,000 shall be competitively bid. Bids for contracts, services, leases and projects shall be via written Request for Bid/Proposal (RFB/RFP). A minimum of 3 bids should be obtained. When practical RFP/RFB's for contracts, projects, and services will be advertised via local news media and/or internet to initiate competitive pricing and quality. When fewer than 3 bids are received the efforts made to obtain bids shall be documented and retained on file.

All such procurement shall include in the RFP/RFB the statement that “bids are to be submitted in a sealed envelope addressed to the Diamondhead POA, 5300 Diamondhead Circle, Diamondhead, MS 39525 Attn: Project Manager”, with a no later than date and time and that “bids will be reviewed by the POA Board of Directors prior to award of bid/proposal”. Upon receipt of any sealed envelopes marked “Attn: Project Manager”, the envelope will be time and date stamped and be placed unopened in the POA safe. Once the submission date and time have lapsed a time and date will be determined to open sealed envelopes in the presence of (at a minimum) the Project Manager and General Manager (alternates may be designated if either of the primaries are not available and time is of the essence). All bids submitted that are not in a sealed envelope will be so noted on the front page of the bid package, time and date stamped and placed in the safe for review when the sealed envelopes are opened. Unsealed bids may be accepted or rejected at the discretion of the Board of Directors.

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REVIEW AND AWARD:

Bids received shall be analyzed by the project manager and appropriate department head(s) to ensure best value for the POA. Recommendations for awarding of bids shall be presented to the Board of Directors via the most efficient means necessary to be reviewed at the next scheduled Executive Session meeting. Time sensitive recommendations and approvals may be made via email and ratified at the next scheduled Board Meeting. Announcement of bid results and award of bid may be announced at the next open Board Meeting.

In any and all cases where other than the low bidder is selected for award or negotiation, the reasons for such selection shall be documented in writing and approved by the Board.

Actual awards will be announced at Open Board meetings. Awarding may be deferred if information contained in the bid package requires further scrutiny.

Where a supplier is selected for negotiation of a contract as a result of an RFP, reconciliation between the supplier's original proposal and the final contract will be documented in writing.

Board approval will be required for action over \$50,000.00 including; (1) to award bids/proposals, (2) extended contracts over \$50,000.00, (3) for lease of property and equipment or (4) sale of properties.

LONG TERM AGREEMENTS

In cases where a long term agreement is entered into for services, the service will be evaluated at a minimum every 3 years for cost comparison. There is no obligation to change service providers if services and costs are comparable and the current provider is meeting expectations.

EXCEPTIONS:

Emergency situations where time is of the essence and bidding delay may be harmful to the Association.

For one of a kind or specialty items provided by one vendor.

Where it is beneficial to the corporation to extend an existing contract or price arrangement, when under \$50,000.00.

Other exceptions may be made for specialty items serviced by only one vendor or with a sole source provider, where it is beneficial to the POA and approved by the POA Board.

In those circumstances the procurement file/record will be so documented and the rationale for such stated in writing.