

Bidding Policies and Awarding of Contracts

Bidding

The use of competitive bidding shall be used for purchases/capital additions or improvements for an amount in excess of Three Thousand Dollars (\$3,000.00). To aware bids, the following conditions must be met:

- a. Three or more bidders are advised of the desired acquisition or work by a written or electronic request for bid form, including to whom and the date by when the bid should be returned;
- b. Each bidder is instructed to reply with a written or electronic bid proposal by the specified "due date set out in the bid solicitation. If the bid submission is in paper form, it shall be in a sealed envelope;
- c. Bids shall be returned per instructions in the solicitation;
- d. At least two bids must be received, and in the event two bids are not received, the Board, at the committee's suggestion, will determine if they want to proceed with a sole source bid or rebid the solicitation;
- e. The committee responsible for the bids, once opened, will acknowledge the receipt of the bid in writing together with the date thereof;
- f. Any change in the bid request or proposed acquisition or work is to be submitted in writing or electronically to each bidder and process in the same manner as described above;
- g. Any successful bidder, prior to the commencement of any work, shall be required to submit written proof of insurance, to be maintained at all times during the work, providing liability coverage for personal injuries and property damage which may arise from the work or the contractor's operations, in sums not less than \$1,000,000.00;
- h. Successful bidders shall also be required to furnish written proof of worker's compensation coverage as may be required of an employer pursuant to the Missouri Worker's Compensation Act, as amended from time to time.

Value Based Bidding vs. Low Bid

The Committee and Oak Meyer Gardens Board shall review the value of the bid (i.e. quality of the service, reputation, or relationship), and not just the lowest bid. In other words, price shall not be the sole consideration. Bid awards will be made to the lowest and best bidder.

Responsible Parties

It will be the responsibility of the Committee having management oversight of the contractor to advertise, acquire and receive bids. For example, it shall be the responsibility of the Beautification Committee to seek bids for a Landscape Maintenance Contractor or Snow Removal Contractor. All Oak Meyer Gardens Committees shall seek bids at least two months before the expected contract start or expiration of an existing contract. The Committee shall present all bids to the Board with their recommendation.

Association Contracts

The Treasurer or Secretary shall be responsible for maintaining a list of Association contracts with expiration and renewal dates and will be responsible for advising committees when a contract is due for consideration or rebidding. Committees will determine the need to reevaluate contracts every 3 years.