

COUNTRYSIDE PROPRIETARY

As amended January 27, 2010

AMENDED ADMINISTRATIVE RESOLUTION NO. 48

CONTRACTS/BID POLICY AND GUIDELINES

WHEREAS, Article VI, Section 7. of the Bylaws grants the Board of Directors of the CountrySide Proprietary all powers of the conduct of the affairs of the Proprietary which are granted by law and contained in the Proprietary Covenants; and

WHEREAS, Article IV, Section 1(c). of the Covenants enables the Board to adopt and publish rules and regulations governing the common areas and those agents employed for the provision of services and performance of business obligations and duties of the Proprietary; and

WHEREAS, for the purpose of establishing Board policy in the area of regulating contractual arrangements and solicitation of bids, there is a need to formulate and adopt rules and procedures governing employment of agents incidental to provision of services to Proprietary membership; and

WHEREAS, it is the intent of the Board to institute such rules and procedures;

NOW THEREFORE, BE IT RESOLVED THAT the following rules and procedures will apply to contractual arrangements in excess of \$5,000.00.

- I. For all Proprietary contractual arrangement in excess of \$5,000.00, related to grounds and facilities, maintenance and operation, security and trash collections, the staff shall comply with the following guidelines:
 - A. Preparation of a draft solicitation document for review by the Board of Directors and/or its appointed designates.
 1. If all requirements are well defined and selection will be determined by the lowest price, the solicitation will be in the form of an invitation for Bids.
 - B. Submit for Board of Directors and/or the appointed designee's review prior to release of the solicitation, a bid list of prospective recipients.
 - C. A minimum of three (3) bids or proposals should be received before a contract is let.
 - D. Identify due date for receipt of bids to coincide with scheduled Board and/or appointed designate meetings; and present bid submissions for opening by that body.

**COUNTRYSIDE PROPRIETARY
ADMINISTRATIVE RESOLUTION NO. 48
As Amended January 27, 2010
PAGE 2**

- E. Prepare staff analysis of proposals received, and present award recommendation signed by the appropriate staff party to the Board and/or the appointed designate for review. Evaluation for award is made on the basis for review. Evaluation for award is made on the bases of reasonableness of the proposal, as well as consideration of price. Low price need not be the deciding factor.

- II. All contracts in excess of \$5,000 must be approved by majority vote of the Board of Directors.

ATTEST:

PRESIDENT: Dave Barrie

DATE

SECRETARY: Lesley Green

DATE