

Bidding Process

1. The Site Manager/purchase individual must obtain contract materials, supplies and services at the lowest possible cost consistent with the Cooperative's requirements and specifications for quality, service, and delivery on the terms most advantageous to the Cooperative and secure and credit to the Cooperative all discounts, rebates or commissions obtainable with respect to purchases, services contracts and other transactions on behalf of the Cooperative.
2. The Site Manager/purchase individual shall solicit written cost estimates bids from at least contractors or suppliers for any work item which the Cooperative estimates will cost more than \$_____ for any ongoing supply or service arrangement which is estimated to exceed that amount per year and for any item for which the Cooperative requests bids. Where efficient a Request for Proposal should be prepared and include a bid deadline.
3. Once all the project bids are opened in the presence of multiple individuals a bid analysis sheet should be prepared and presented to the Board of Directors. The Site Manager/purchase individual must note on the bid analysis form which of the bids represent the lowest price while factoring the bidder's ability to meet the Cooperative's specifications and requirements for quality, service, and delivery, the vendor's reputation for quality of materials and timely performance, and the time frame within which the service or goods are needed.
4. For any contract or ongoing supplier or service arrangement obtainable from more than one source and estimated to cost less than \$_____ the Site Manager/purchase individual shall solicit verbal or written cost estimates or bids if requested by the Cooperative to assure that the Cooperative is obtaining services, supplies and purchases at the lowest possible cost.
5. The Site Manager/ purchase individual must make a written record of any verbal estimate obtained. Copies of all required bids and documentation of all other written or verbal cost comparisons made by the Manager shall be made part of the Cooperative's records and shall be retained for _____ years from the date the work was completed.

Other Requirements

- ***A pre-numbered system*** is used to account for purchases subjected to competitive bidding procedures.
- ***A checklist for competitive bidding procedures*** is utilized and then retained as part of the package. Individuals who attend the bid opening are to be listed and the form should include an affirmation by them that the bids were received unopened, as well as which vendors had bids presented and the amounts of those bids. The checklist should have a section utilized to determine the selected bidder. Documentation as to why a lower bidder was not selected is required to be included with the bid package. All of this documentation should be kept with the bid package.
- ***Documentation of Requests for Proposals*** drafted are also to be maintained in the site office.
- ***A log of bid orders*** should be established documenting which purchases were subjected to the competitive bidding procedures.