

POLICY TITLE – CONTRACTING OF VENDOR/PROFESSIONAL SERVICES
POLICY SECTION - MANAGEMENT
POLICY NUMBER - 01
DATE OF ORIGIN – DECEMBER 2009
APPROVED BY - HMCI BOARD OF DIRECTORS - Dec 9, 2009
REVIEW/REVISION DATE 2018

POLICY STATEMENT – The Board of Directors of Holiday Manor Co-Op (HMCI) will enter into service contracts with qualified vendors/professionals as necessary to obtain services required to manage the operations of the Co-Op on behalf of its residents.

PURPOSE – The purpose of the policy is to provide both Board and staff procedural direction when preparing tenders for contracted services and to identify the required approval processes.

DEFINITIONS-

Required Services – those services required to maintain Co-Op operation and services beyond the expertise or time limits of staff i.e. – major constructions, lawn and care services, road resurfacing

Professional Services – those services requiring professional advice from a certified individual with expertise in a specific area i.e. – legal, financial

Vendor Services – those services requiring expertise in a service that cannot be provided by the Co-Ops part time staff i.e. – general contracting, major electrical installation, lawn and weeding maintenance

Deliverables – the specific expectations and outcomes for each vendor submitting a tender to provide services within HMCI

PRINCIPLES –

1. Contracted vendors must have a current license, general liability insurance and carry worker's compensation coverage
2. A minimum of two, preferably three, vendors will be required to submit bids for services requested by HMCI
3. An information sheet (attached) will be provided to each person/company describing the deliverables of each contract by HMCI management
4. All contracts will have an expiration date and termination clause
5. All contracts will be approved by the HMCI Board of Directors, save and except, emergency situations that must be approved by the President and one other Board member

Contracted Services Information Sheet for Vendors/Professional Services

The following information is being provided to you by Holiday Manor Co-op Inc. The information provided is to assist you in preparing a tender for the provision of services in HMCI as discussed with you by the Manager of HMCI.

Nature of Service being Requested

Service timeline

Weekly ___ Bi-Weekly ___ Monthly ___ Annually ___ When requested _____

Other _____

Any Service Restrictions i.e time of day, products, materials

Deadlines or expected date of service completion(if applicable) _____

Expected Warranties/Guarantees

Other Expected Deliverables

Submission date deadline for tender submission- _____

NOTE –

The submitted **written** tender must include detailed information regarding the above, all costs associated with the provision of the service and any other information requested by the HMCI manager. Tenders must be submitted to the HMCI Manager before 12 noon on the date provided above. Final approval of submitted tenders will be decided by the Board of Directors of HMCI. Results of the Board's decision will be given to each person/company that has submitted a tender for provision of services by the HMCI Manager.