

Hacienda Carmel Community Association

Procedure for Hiring of Outside Contractors for Special Projects

As determined by the Hacienda Carmel Board of Directors, the following procedural steps shall be used for the procurement of Outside Contractors for the completion of specified projects:

1. The General Manager shall collaborate with the Board to define scope of project and then create a written bid specification sheet in order to solicit written bids from appropriate contractors.
2. Unless otherwise approved in writing by the Board of Directors, procurement of bids from licensed contractors shall be done using the following guidelines:
 - For all projects anticipated to be less than \$10,000 of total expenditure, a minimum of two bids shall be solicited.
 - For all projects of \$10,000 or more of total expenditure, a minimum of three bids shall be solicited.
 - If a project is initially anticipated to be less than \$10,000 and at least one of the two bids exceeds \$10,000 of expenditure, then a third bid will be solicited.
3. Evaluate all bids and review with Finance Committee in order to formulate recommendation for approval to Board of Directors.
4. Once approved by Board, coordinate timeline with contractor and distribute necessary notices at the appropriate time to all residents who may be affected by the work on the project.
5. Prior to start of work the following items shall be obtained from the contractor:
 - Copy of signed contract executed by both parties
 - Certificate of liability insurance
 - Certificate of workers compensation insurance
6. During the period of project work the General Manager or a designee shall perform daily inspections of the work site and report to the Board any modifications, adjustments or change orders to the Board at either the next regular Board meeting or immediately if the situation involves significant change in the scope of the project or additional expenditure.
7. Upon completion of project work the General Manager shall complete the following tasks:
 - Conduct a final jobsite walkthrough with the contractor to ensure all work has been done and completed to correct specifications.
 - Request final invoicing from contractor along with written statement that it includes all project charges and that no additional billing will be submitted to Hacienda Carmel.
 - Ensure with the contractor that all notices of mechanic's lien have been satisfied with all subcontractors if any.
8. Issue final report to Board that project work is complete with summary of total expenditures.

THIS POLICY WAS APPROVED BY THE HCCA BOARD OF DIRECTORS MAY 21, 2020 AND SHALL BECOME EFFECTIVE JULY 1, 2020 AND REMAIN IN EFFECT UNTIL SUCH TIME AS IT IS REVISED OR DELETED BY THE BOARD OF DIRECTORS.

#####