

STONEBRIDGE RANCH COMMUNITY ASSOCIATION, INC.

POLICY

Competitive Contract Bidding

Revision 0

10/01/2021

I. PURPOSE

The purpose of this document is to identify requirements for competitive bidding of Association contracts.

II. REFERENCES

Texas Property Code Chapter 209, Texas Residential Property Owners Protection Act, Section 209.0062(c) In addition to the other applicable requirements of this section, an association that proposes to contract for services that will cost more than \$50,000 shall solicit bids or proposals using a bid process established by the association.

III. PROCEDURE

1. All new contracts or expiring contracts for services anticipated to equal or exceed \$50,000 shall be subject to a competitive bidding process. Rationale to waive the requirement for competitive bidding may be provided through an appropriately completed Sole Source Justification Statement or identification of a current or appropriate "evergreen provision" in a current contract.
2. On-site manager staff will obtain contracts to perform work or provide material on or about the Association property. In the event of a competitive bid, Manager will submit to the Board an evaluation of the bids and their adherence to the specifications, information on experience and such other information as may be helpful to the Board in making a final selection.
3. When a competitive bid process is undertaken, it is desirable, that at least 3 qualified bidders be identified and solicited. A qualified bidders is defined as a source that is capable of delivering the stated product or service within the quality specifications.
4. Each bid solicitation should contain a statement of work, quantity of items to be delivered (if applicable), period of performance, quality determination, warranty, insurance requirements, applicable licensing, applicable terms and conditions, due date for receipt of qualified bid.
5. In the event of a competitive bid, Manager will submit to the Board an evaluation of the bids and their adherence to the specifications, information on experience and such other information as may be helpful to the Board in making a final selection. Additionally, consideration should be given to determine if the product/service can be grouped with another transaction to realize additional cost savings.
6. The Board shall execute all written contracts in the name of the Association.
7. If 3 qualified sources cannot be identified the bid file should contain a description of what efforts were expended to identify qualified sources and what sources were considered but not accepted and why.

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IT IS FURTHER RESOLVED that this Design Guidelines and Review Procedures for Residential Modifications (Rev. September 2021) replaces and supersedes in all respects all prior versions of this document as of the date of recording, and is effective upon adoption hereof, to remain in force and effect until revoked, modified or amended.

This is to certify that the foregoing resolution was adopted by the Stonebridge Ranch Community Association, Inc., Board of Directors at a meeting held on September 23, 2021, and has not been modified, rescinded or revoked.

DATE: October 13, 2021


Signature / President Board of Directors

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REVISION HISTORY

REVISION	DATE	CHANGES
0	10/01/2021	Original



Filed and Recorded
Official Public Records
Stacey Kemp, County Clerk
Collin County, TEXAS
10/14/2021 01:36:32 PM
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Stacey Kemp