

Procedure for Awarding Contracts and Approving Invoices

The Club Manager, any Board-appointed committee, or the Board of Directors may initiate projects for maintenance or improvements. When a project or repair requiring a one-time contract is required:

1. Club Manager or AMI will consult with the appropriate committee and prepare a Scope-of-Work that defines what work is expected to be done. Club manager and the committee will agree on a specific person to be the project manager for this contract.
2. Project manager may arrange to meet with one or more contractors to get their input prior to finalizing the Scope-of-Work.
3. Club Manager/AMI, with the help of the committee, will prepare a list of acceptable bidders. Bid requests and Scope-of-Work will be sent to each bidder.
4. Club Manager/AMI will tabulate bids. This tabulation and copies of the bids will be sent to the Committee, who will determine which bid it will recommend to the Board.
5. Committee chairman will brief the board on its review of the bids submitted, the tabulated comparison of bids, and the reasons for the committee's recommendation for award of the contract.
6. Upon Board approval, Club Manager/AMI will award bid and manage the scheduling of the work. The project manager or committee chairman can sign contracts of \$5,000 or less on behalf of the Board. The President and Treasurer will sign larger contracts.
7. The project manager will provide, or assist Club Manager/AMI in providing field oversight of the work whenever feasible, involving other committee members as necessary.
8. Upon completion, project manager will inspect the work for quality and compliance with the contract. Any defects or deviations will be reviewed with the contractor and corrected if necessary.
9. The project manager will approve contractor invoices for accuracy and compliance with the contract, and notify Club Manager/AMI and the Treasurer in writing that the work is complete and invoices are ready for payment.
10. The project manager will have the authority to approve unexpected changes to scope of work up to 10% of the original bid, but not to exceed \$1000.