



River Ridge Homeowners Association of  
Martin County Inc.



**Procurement & Bid Solicitation Procedures**

**USE OF COMMUNITY MEMBER SERVICE PROVIDERS:**

The covenants, by-laws, and articles of incorporation do not preclude the use of community members as service providers. It has been the experience of the Board that the community has received the best project cost estimates, quality of workmanship, and project completion timeliness from community member service providers. Community members who are interested in bidding on River Ridge work projects should contact the Property Manager and provide them with your name, the service you provide, and your contact information so you can be contacted for a bid when a project in your field is initiated. Community members can also find out about upcoming projects by attending Board meetings.

**PURCHASES:**

- 1) **UNDER \$1000:** All one-time purchases of equipment and/or services that do not involve a contract and do not exceed \$1000.00 in total may be performed by a Board member or the property manager when a demonstrable need presents itself and fiscal resources permit. The Board shall be advised of the purchase/expenditure at the next regular monthly Board meeting and the expenditure shall be reflected in the monthly financial statements.
- 2) **OVER \$1000:** All one-time purchases of equipment and/or services that do not involve a contract and exceed \$1000.00 in total must be approved by majority vote of the Board before the expenditure may be performed.

**CONTRACT SOLICITATION AND APPROVAL:**

- 1) All contracts, regardless of their dollar value, must be approved by majority vote of the Board before said contract can be signed and entered into.
- 2) **OVER \$5000:** All contracts that will exceed \$5000.00 in value must be approved by majority vote of the Board before said contract can be signed and entered into. In addition, the following applies;
  - The Board, or their designee, shall prepare and approve by majority vote, a specified scope of work that will be used to solicit bids.
  - A minimum of 3 bids by the Board, or their designee, shall be solicited and secured as possible. If 3 bids can not be secured, documentation of efforts to secure those bids shall be noted in the Board meeting minutes.
  - These bids must be presented to each Board member for review.
  - Each bid must be accompanied by a copy of the contractor's certificate of insurance.
  - Each bid must be accompanied by a copy of the contractor's license when the work to be completed requires a licensed contractor (e.g., pesticide application).
  - If the contractor intends to subcontract the work, the prime contractor must supply a list of the subcontractors and a copy of the subcontractor's certificate of insurance and license when applicable.
  - The contractor should be required to use the standardized River Ridge contract language developed by the community attorney.
  - The Board, by majority vote, may require that the Association Attorney review the bids and present a written opinion on the bids to the Board.



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**Continued**

**AMMENDING PROCEDURES:**

The foregoing rules were ratified by vote of the Board on August 25, 2003 and amended on April 17, 2006. The Association reserves the right to amend these procedures from time to time as deemed necessary. All of these Procurement & Bid Solicitation Procedures are made in accordance with the Boards various authorities, including but not limited to those found in the Amended and Restated Declaration of Covenants, Conditions and Restrictions of River Ridge.