

Myrtle Trace Condominium Association, Inc.

213 Southampton Drive

Venice, Florida 34293

Myrtle Trace Contracting Procedures Policy

April 17, 2009

1. Work Orders, Maintenance Personnel and Committees determine the need by recommendations to the Board.
2. Board reviews the requests to determine the need.
3. Committee prepares a scope of work or list of requirements for submission to the Board and Property Manager.
4. Property Manager writes the Request for Proposal (RFP).
5. Property Manager sends the RFP to prospective bidders and Board.
6. Property Manager receives the bids and assures that all contract provisions are completed.
7. Insurance certificates are verified by the Property Manager.
8. Property Manager prepares a recap sheet.
9. The recap and qualified bids are presented to the Board at least five (5) days before the next Board Meeting for review.
10. Treasurer designates the source of funds.
11. Board selects the contractor.