



Welcome

Request for Proposals
RFP's
May 24, 2018





RFP Packet

Packet Includes:

- Bid Specifications
- Relevant Association Information
- Work Conditions
- Contractor Information





Preparing

Packet Involves:

1. Gathering Information
2. Review for Accuracy and Thoroughness
3. Compiling the packet
4. Conducting a pre-bid walk through
5. Consulting with a professional if necessary, based on the job





1. Gathering Preliminary Information

Gathering Information:

- Survey the area(s) where work is being done
- Outline details
- Set realistic deadlines





2. Review for Accuracy and Thoroughness

- Crucial that specifications be as thorough and accurate as possible
- Ensures that all bidders are bidding on the same job!
- If this is inaccurate, chances of job disputes with the contractor are much greater





3. Compiling the Packet

- Full name, address, phone number of the association, and key contact
- Detailed description of work to be done
- Key dates
- Where and when to submit bid
- Request 3-5 references from previous jobs similar size and scope
- Warranties





4. Pre-bid Walk Through

- Consider holding a pre-bid meeting with all contractors at a designated time
- Include a site visit and tour





5. Identifying Potential Contractors

- 5 – 6 RFP's to obtain at least 3 bids
- Obtain names from past work done
- Referrals from other HOA's, local trade organizations, managing agent





6. Evaluating Bids

- Review to verify that it confirms to the specifications
- Check references
- Verify insurance, licenses, etc.
- Compare in terms of price





7. Awarding Bids

- Consider a contractor who demonstrates an understanding of what needs to be done
- Possesses necessary qualifications to do the job
- Reasonable price can be a consideration
- ****Make the contract and addendum to your RFP!!**

