

Electric City Playhouse

Obtaining a Bid Quote

When a project requires a licensed contractor and/or there is not expertise among the ECP family of members and volunteers, it shall be the practice of ECP to obtain bid quotes to make an informed decision on how to proceed.

The Committee responsible will provide the Office Manager [or person soliciting the bids] with a written Scope of Work.

The Committee responsible for the activity, in conjunction with the Office Manager, will ensure:

- Any project estimated to cost \$500 or more is subject to obtaining bid quotes
- A minimum of three bids must be sought for each project
 - Should good faith effort fail to result in obtaining three bids; two bids will be accepted
 - Should the result be that only one bid was able to be obtained, such shall be reported to the Board of Directors for final decision-making
- In the case of an emergency situation (e.g., heating and cooling failure) this policy shall be waived

Final decision-making after obtaining bids rests with the Board of Directors. Process for decision-making includes:

- The committee will provide a summation of the bids, along with a recommendation to the Board. The recommendation should include the rationale for the recommendation (lowest bid is not always the correct choice).
- The decision may be determined at the meeting in which the recommendation is made or at the next monthly meeting,
- By Board vote decision-making may be granted to the Executive Committee, the Board President, or the responsible Committee Chair in the event of extenuating circumstances.

The committee will evaluate the bids and the bidders [reference checks if vendor is unknown].