

EAGLE SPRINGS COMMUNITY ASSOCIATION, INC.
BID PROCESS POLICY

STATE OF TEXAS

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COUNTY OF HARRIS

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The Board of Directors will actively seek bids within the parameters of this Policy to manage Association expenditure and budget controls. Bidding will be in accordance with the guidelines set forth within this Policy.

A Competitive Bid procedure will be used when:

- The anticipated cost of a proposed contract will exceed Fifty Thousand (\$50,000.00) dollars.

Bid Package Requirements:

The Board's request for bids may include such information as the Board deems necessary, which may include some or all of the following:

- Outline/ Scope of Work to be performed.
- A targeted work completion date.
- A request for itemization of materials and labor necessary to complete the project.
- A request for copies of current liability insurance coverage and/or bonding, State and Local licenses, permits, and Workers Compensation Insurance coverage.
- A list of references if the Association has not had prior experience with the bidder.
- A possible penalty for late completion relative to the bidders promised completion date. If qualified bidders exist, and are willing to submit bids when requested, at least three bids should be solicited.

Bid Package Submittal Requirements from Vendor:

The Bidder's response must contain sufficient information necessary for the Board to reasonably evaluate the proposal(s) and make an informed decision regarding same.

Direct Source, Sole Source, or Competitive Bid Exceptions will be considered when:

- Time does not allow for the collection and reviews of bids.
- Emergency work makes time a critical factor.
- The item or service does not permit soliciting competitive bids, including but not limited to purchases needed to address major facility failures, damages due to disasters, or purchases necessary to address immediate safety and security issues.
- Only one supplier can meet necessary delivery date within the requirements of established standards, design, quality, or compatibility with existing equipment.
- Only one supplier is available in the Association's geographic area.

Bid Award/ Selection:

- The Board of Directors shall have the discretion of accepting a bid higher than the low bid if justified based on contractor qualifications, and/or ability to timely perform.
- The Board shall have the discretion of accepting that bid or going out for bids again if only one bid meets all specifications.

- The Board shall have the discretion of tabling the project or going out for bids again if no bids are received.
- If only one bid meets all specifications, the Board shall have the discretion of accepting that bid or seeking additional bids.

The requirement for more than one bid may be waived depending on the circumstances, including but not limited to:

- Work is an emergency.
- The association has a long-standing relationship With a particular vendor who is especially knowledgeable about the scope of the project.
- Changing of vendors would disrupt existing warranties.
- Other vendors are not willing to bid on the project.

If a conflict of interest exists, the respective Board Member and/or Committee Member must remove themselves from the bid selection process.

Other Considerations:

In the event of a situation (1) determined to be an emergency by a majority of the Board, or (2) an act of God, the bid process may be omitted upon a majority vote of the Board of Directors. The renewal of an existing contract does not necessitate the seeking of bids unless price of the renewing contract is to be increased by an amount which the Board reasonably considers to be significant. The Board may, at its discretion, seek bids for any renewing contract, without regard to whether the price is to be increased.

Note:

This Bid Policy is a financial tool and administrative guideline when considering Association expenditures.

- The Board will at all times exercise its judgment and discretion to make reasonable and prudent decisions on behalf of the Association and its Membership.
- The Board or Committee will retain the authority to make a final Bid/Direct Source determination based on circumstances.

CERTIFICATION

"I, the undersigned, being a Director of the Eagle Springs Community Association, Inc., hereby certify that the foregoing was adopted by at least a majority of the Eagle Springs Community Association, Inc.'s board of directors, at an open and properly noticed meeting of the board, at which a quorum of the board was present."

By: [Signature]

Print name: Michael Hamlin

Title: President

ACKNOWLEDGEMENT

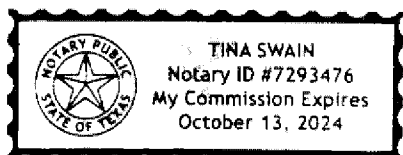
STATE OF TEXAS

COUNTY OF HARRIS

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BEFORE ME, the undersigned authority, on this day personally appeared the person whose name is subscribed to the foregoing document and, being by me first duly sworn, declared that he is the person who signed the foregoing document in his representative capacity and that the statements contained therein are true and correct.

Given under my hand and seal of office this the 7 day of December, 2021.



[Signature]
Notary Public, State of Texas

RP-2021-709953
Pages 4
12/13/2021 01:37 PM
e-Filed & e-Recorded in the
Official Public Records of
HARRIS COUNTY
TENESHIA HUDSPETH
COUNTY CLERK
Fees \$26.00

RECORDERS MEMORANDUM

This instrument was received and recorded electronically
and any blackouts, additions or changes were present
at the time the instrument was filed and recorded.

Any provision herein which restricts the sale, rental, or
use of the described real property because of color or
race is invalid and unenforceable under federal law.
THE STATE OF TEXAS
COUNTY OF HARRIS

I hereby certify that this instrument was FILED in
File Number Sequence on the date and at the time stamped
hereon by me; and was duly RECORDED in the Official
Public Records of Real Property of Harris County, Texas.



Teneshia Hudspeth
COUNTY CLERK
HARRIS COUNTY, TEXAS

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