

## **SVHOA**

### **Guidelines for contract specifications and contractor selection process**

Contract examples include roof replacement, exterior painting, stone or brick wall replacement, landscaping, alley repairs, fire systems, etc.

- 1) Berkeley will send a letter to a group of contractors, to identify companies we'd like to work with and weed out the companies that are not appropriate contractors for the project.
- 2) Based on the responses from contractors, Berkeley will prepare specifications for formal bids and make recommendations for which contractors (three or more) to offer the opportunity to bid. Both the specifications and the list of contractors will be submitted for board input, discussion and approval. During this process the board will seek input from the appropriate townhouse committee, if one exists. Based on the discussions the board may request changes, if appropriate. When completed, the board will approve the bid package.
- 3) Berkeley will issue the bid packages to the selected contractors.
- 4) When the bids are received, Berkeley will assemble them along with their recommendation and send it to the board.
- 5) The board, with input from applicable homeowners, will review the bids and recommendations and request clarifications if appropriate. When satisfied the board will approve the contract.

*Approved by SVHOA Board of Directors on June 2, 2018*