



Policy and Procedure # 602

Hiring Contractors

Approval: _____ Effective Date: 5/9/24

POLICY:

At least three bids must be obtained when the cost of a project will exceed \$1500.00. The Executive Director shall be responsible for maintaining a list of available contractors, requesting bids and otherwise contacting contractors.

PROCEDURE:

1. At least three invitation letters will be sent to obtain bids.
 - a. Contractors will be given job specifications and a deadline date and time for submitting bids.
 - i. Bid deadlines shall be no less than two weeks from the date of the invitation letter.
2. Approval for jobs and contractors will be at the discretion of the Executive Director.
3. The winning bidder will be notified by phone.
4. A written response will be sent to all bidders no later than 10 business days after a bid has been accepted.