

## Norfolk Country Club Bidding Procedure

Article IX of the NCC bylaws, entitled "Transactions", provides: "1. All contracts involving over \$15,000.00 which relate to matters not of current or routine character must follow established bidding procedures." Competitive bidding allows the club to obtain goods, products, and services for a fair and reasonable price, taking into consideration the quality, delivery, and other factors required to meet the club's needs and the needs of a specific project. The Board of Governors determines which contracts for goods, products, and services fall within the bylaws provision Article IX. 1., and must approve the bid chosen in a bidding process for applicable contracts. This procedure governs that bidding process.

1. The committee chair responsible for the purchase, or the general manager of the club if designated by the President, is responsible for implementing this bidding procedure.
2. The responsible committee chair, or the general manager as designated, shall perform the following:
  - Ensure that communication between the club and bidders regarding the bid process is made in writing. The club will not be responsible for oral instructions about, or oral changes to, bidding requirements.
  - Obtain quotations from at least three suppliers whenever feasible.
  - Ensure that each supplier gets the same information.
  - Create a bid master document to solicit bids.
  - Include in the bid document specific terms and conditions, including a detailed description of the project, Standard General Conditions, Insurance Liability coverage limits, pricing, timing requirements, and conflict of interest.
  - Present a written summary of the bid results to the Board of Governors with a recommendation regarding the winning bid. Recommendations shall be based upon consideration of the requirements applicable to the goods and services sought, including but not limited to professional qualifications, experience, past reliability, past performance, price, availability, and timing. The Board of Governors will consider the written recommendation in making the decision on the winning bid.
4. Bids shall be obtained only from parties unrelated to the Board of Governors and the general manager, such that no conflict of interest arises.
5. In rare instances, the responsible committee chair or general manager may request the Board to determine, or the Board may determine on its own initiative, that it is in the best interests of the club to complete a "no bid" or "sole source" contract due to compelling business reasons, including but not limited to the following circumstances:

- where a vendor is the sole provider of a specific product, technology, or service
- where the Board reasonably determines based on the needs of the club and requirements of the project that the vendor is the only vendor that meets the clubs needs and the project requirements
- where the vendor is uniquely qualified in its field
- where the vendor is the only vendor possessing essential capabilities required by the project
- where the costs of changing a vendor would be restrictive
- where there exists an unusual and compelling urgency requiring a particular vendor
- in an emergency where member safety or material property loss is in question.

The Board of Governors must approve any request for a no bid or sole source purchase, and describe in the minutes of the Board meeting where the request was granted the basis for the decision granting the request.

Adopted: December 3, 2013