

Competitive Bid Procedures

Policy No. 7

Adopted on February 11, 2009

HHCA is committed to a fair and transparent acquisition process for all goods and services required by the association. All purchases in excess of the association's competitive bid thresholds are subject to the association's Competitive Bid Procedure.

The Board of directors implements the bidding process, when appropriate. The bid process is used in order to obtain the greatest benefit to HHCA when acquiring goods or services.

When the bid process is necessary, at least three sources must be contacted, providing that adequate sources exist. HHCA members are welcome to indicate suggested sources if appropriate.

Bidding Dollar Amount Guidelines

1. Purchases from \$1 - \$2,000
- Quotations are not required, but prudent and competitive business practices are encouraged.
2. Purchases from \$2,001 - \$5,000
- Bidding will be conducted, by a written, e-mail, faxed or a telephone bid. Bids must be obtained from at least three vendors.
3. Purchases from \$5,001 - \$19,999
- Board of Directors is required to send out bid documents. Bids must be in writing from the vendor, oral bids not accepted. Bids must be obtained from at least three vendors.
4. Purchases \$20,000 and over
- Board of Directors is required to send out bid documents. Bid requirements must be publicized in a newspaper of local circulation in the area pertinent to the procurement or in a statewide-circulated newspaper. Bids must be in writing and obtained from at least three vendors.

Bid Allotment Time

Bidding time is the period of time between the date the request for bid was issued and the date set for the bid opening. A minimum of 10 calendar days is the usual and reasonable bidding time. If necessary, the Board of Directors is authorized to shorten or lengthen the bidding response time.

The past performance and/or the quality of product/service previously provided to HHCA by a bidder shall be considered in the bid review process.

The Board of Directors has the sole discretion to award bids.

In the event of an emergency when loss of HHCA assets or a safety or liability exposure exists, the Board of Directors may forgo the competitive Bid Procedure.