



GREAT POND MOUNTAIN CONSERVATION TRUST

Bidding Policy

Author: C. Domina
Adopted: March 4, 2009
Revised: January 12, 2015
Due for Review: _____
See Also: _____

Land Trust Standards and Practices

This policy complies with the LTA Standard 7, Practice H.

Introduction

Purpose of Policy: To outline the procedure for obtaining and accepting bids for projects performed by contractors for GPMCT

Responsible Committee: Board of Directors, Stewardship Committee

Policy

Any project undertaken by Great Pond Mountain Conservation Trust that will cost \$2,500 or more must go to bid. GPMCT will request at least three (3) bids. If three or more bids are requested but three bids are not obtained, the land trust is not obligated to re-bid. Bids can be obtained through advertising, or by approaching contractors directly. GPMCT does not need to accept the lowest (or any) bid; quality of work and good references will be taken into account. GPMCT's Conflict of Interest policy must be observed.

The requirement for three bids may be waived depending on the circumstances, i.e., whether the work is an emergency; GPMCT has a long-standing relationship with a particular vendor/independent contractor who is especially knowledgeable about GPMCT; changing vendors/independent contractors would disrupt existing warranties or land/forestry management plans; and/or other vendors are not willing to bid on the project.

Documentation

Bids should be submitted in writing, and a record of all bids received for a project will be kept in the file documenting the project. Acceptance of a bid by the Board of Directors will be noted in the minutes of the meeting at which the Board votes to accept.

Any waiver of the requirement for three bids must be approved by the Board and noted in the minutes of the meeting at which the Board approves the waiver.

Adoption

This policy was adopted by the Board of Directors of Great Pond Mountain Conservation Trust on the 12th day of January, 2015, at a duly constituted meeting at which a quorum was present.

Signature of authorized officer

Date