

STONEWOOD TOWERS PROCEDURE NO. 12  
(Amendment December 8, 1998)

Subject: Sealed Bid Procedure

Background:

In order to standardize and handle bids in an equitable, fair and confidential manner, it becomes necessary to formalize our bidding procedure.

Procedure:

1. All outside bids received by the Board of Administration that exceed \$5,000 (Five Thousand Dollars) will be classified and handled as a "Sealed Bid".
2. Instruction sheets will accompany all bid requests which outline the project, including all specifications, materials required, and dimensions. If proofs of insurance, bonding, licenses and Government required, they should be included with the sealed bid.
3. As part of the sealed bid procedure, the bidder will be required to submit the bid in a sealed envelope.
4. The bidder will be required to indicate his name and address in the upper left corner of the envelope.
5. The bidder will be required to indicate on the lower left corner of the envelope the following information:
  - Sealed Bid
  - Project Name
  - Due Date
6. Bids not conforming to the bidding rules and regulations can be rejected at the discretion of the Board of Administration.
7. Sealed bids will be opened by the Manager and two (2) or more Board Members after the bid due date.

FOR THE BOARD OF ADMINISTRATION

William Weathers  
Secretary