

# Girl Scouts of Western Ohio Documentation of Bids

Last Updated December 2010

## Purchasing Procedures for Contracts/Agreements/Bids

1. All contracts/agreements establishing financial commitments of \$1,000 or greater must be approved by the council CEO or her designate.
2. Three bids must be documented for all purchases over \$2,500.
3. If purchasing services (repairs, installation, construction, etc.) to be delivered on council property or at council-sponsored activities, the written bid must be accompanied by:
  - a. A certificate of insurance, indicating liability insurance limits of one million dollars (\$1,000,000).
  - b. Documentation of workers' compensation coverage or sole proprietor waiver of liability.
4. The bid evaluation document, indicating recommended contractor, the three bids, and the certificates must be submitted to the director of regional services and the CEO or her designate for approval before contracting for the service.
5. In emergency situations, this process may be modified as authorized by the director of regional services and the CEO or her designate.

## Bid Package Evaluation: Complete for Every Package Submitted

Please provide a summary of bid documentation below. Usually the contract will go to the lowest bidder, however other factors may be considered in the final decision-making. To evaluate the quality of the bids, the manager may consider the following items:

- ◆ **Cost** – Is the bid reasonable and if not the lowest bid, then in the same range as the lowest bid?
- ◆ **Timeframe** – Is the contractor able to provide the service within the required timeframe?
- ◆ **Quality of Work** – Is there a significant difference in the quality of the product to be provided? This information may be provided in the bid specifications, by references, or in previous work history with the Girl Scouts.

Recommended Contractor (X)	Contractor's Name & Address	Phone & Fax	Written Bid	Certificate of Insurance*	Workers' Compensation Document*	Bid Amounts/Comments

\*Documentation only required for recommended contractor.

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