

# **SUN RANCH OWNERS' ASSOCIATION**

## **Resolution of the Board of Directors — Bid Solicitation Policy and Procedure**

### **RESOLUTION NO. 2026-06**

Adopted: \_\_\_\_\_, 2026

**WHEREAS**, the Association's Purchasing and Competitive Bid Policy establishes when competitive bidding is required and how many bids must be obtained, based on the dollar amount of a contemplated contract or expenditure; and

**WHEREAS**, that Policy does not specify the mechanics of how a solicitation is actually conducted — how vendors are identified and invited, what a Request for Bid (RFB) must contain, minimum timelines, and how bids are opened, evaluated, and documented; and

**WHEREAS**, the Board finds it necessary to adopt a standard procedure for conducting bid solicitations across all contracted services, so that each solicitation (such as the Association's annual snow plowing RFB) follows a consistent, defensible process rather than being designed from scratch each time;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Directors of Sun Ranch Owners' Association hereby adopts the Bid Solicitation Policy and Procedure, effective as of the date of adoption below; and

**BE IT FURTHER RESOLVED**, that this Policy works together with, and does not replace, the Purchasing and Competitive Bid Policy; where the two address the same subject, the Purchasing and Competitive Bid Policy controls on whether and how many bids are required, and this Policy controls on how the solicitation itself is run; and

**BE IT FURTHER RESOLVED**, that this Resolution and the attached Policy and Procedure may be amended from time to time by subsequent resolution of the Board.

**ADOPTED** by the Board of Directors of Sun Ranch Owners' Association on the date first written above.

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President, Sun Ranch Owners' Association — Date: \_\_\_\_\_

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Secretary, Sun Ranch Owners' Association (Attest) — Date: \_\_\_\_\_