

HARBOUR VILLAGE RESORT

REQUEST FOR PROPOSAL (RFP) POLICY

(Request for Bids)

POLICY: The intent of this policy is to utilize the Request for Proposal (RFP) document when soliciting quotes for goods purchased or work to be done at Harbour Village. The RFP document will aid in providing and receiving the following:

- Provides the contractor with Harbour Village's contact information.
- Provides for uniformity of information provided to contractors.
- Requests a material list and cost from the contractor in order to compare quotes.
- Requires warranty information.
- Requires a time frame for the start and completion of the project.
- Identifies any work needed to be done by others.
- Provide the contractor with the ability to disclose information that may not be – or should be – included in the proposal.
- Provide information back to the General Manager of any Harbour Village responsibility.
- Identifies which party will obtain the necessary permits.
- Requires the contractor to furnish three references.
- Identifies to the contractor the daily site requirements.
- Identifies to the contractor what insurance, hold harmless, and any additional insurance required.
- Identifies payment terms to the contractor.

The RFP Document is attached to this policy.

Approvals:

Harbour Village General Manager

Harbour Village Board President or Delegate

Date:

Approved: June 18, 2016