

## **CONTRACT BID and AWARD POLICY**

**Of**

### **WINKLER WATER SUPPLY CORPORATION**

The Contract Bid and Award Policy of the Corporation shall be as follows:

Except as otherwise provided by the laws of the state or the federal government, the Corporation shall adhere to the following policy on awarding contracts:

1. The Board shall solicit written bids from at least three (3) suppliers or dealers for purchases of materials, machinery, and improvements of the plant, works, and facilities if the estimated expense is \$50,000.00 or above. When three (3) bids cannot be obtained through due diligence, the Board may, at its discretion, approve proceeding with less than three (3) bids.
2. The Board shall take competitive bids for contracts for construction for which the Corporation will not act as general contractor.
3. A contract may cover all the improvements to be provided by the Corporation, or the various elements of the improvements may be segregated for the purpose of receiving bids and awarding contracts. A contract may provide that the improvements will be constructed in stages over a period of years.
4. A contract may provide for the payment of a total sum that is the completed cost of the improvement or may be based on bids to cover the cost of units of the various elements entering in to the work as estimated and approximately specified by the Corporation or the Corporation's engineer, or a contract may be let and awarded in any other form or composite of forms and to any responsible person or persons that, in the Board's judgment, will be most advantageous to the Corporation and result in the best and most economical completion of the Corporation's proposed plants, improvement, facilities, works, equipment and appliances.
5. For contracts for \$50,000.00 or more, the Board shall advertise the letting of the contract, including the general conditions, time and place for opening of sealed bids. The notice shall be published in one or more newspapers published in each county in which part of the Corporation is located. If there are more than four counties in the Corporation's area, notice may be published in any newspaper with general circulation in the area. If no newspaper is published in the county or counties in which the Corporation is located, publication in one or more

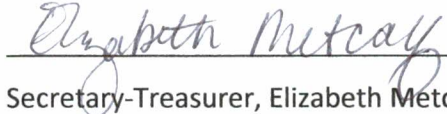
- newspapers with general circulation in the state is sufficient. The notice shall be published once a week for two (2) consecutive weekends before the date that the bids are opened, and the first publication shall be no later than the 21<sup>st</sup> day before the date of the opening of the sealed bids.
6. For contracts for \$25,000.00 or more but less than \$50,000.00, the Board shall solicit written competitive bids on uniform written specifications from at least two (2) bidders. When two (2) bids are not obtainable through due diligence, the Board can approve contract awards on a case by case basis.
  7. For contracts less than \$25,000.00, the Board is not required to advertise or seek competitive bids.
  8. The Board may not sub-divide work for the purpose of avoiding requirements specified in sub-sections 1 and 6 of this policy.
  9. The Board may not accept bids that include substituted items, either before or after the Corporation enters into a construction contract, unless the substituted items were included in the bid proposal and all bidders had opportunities to bid on the substituted items.
  10. Changes of orders to contracts may be issued only as a result of unanticipated conditions encountered during construction, or changes in regulatory criteria, or to facilitate project coordination.
  11. These policy provisions do not apply to contracts for personal or professional services or for a utility service operator.

The Contract Bid and Award Policy was adopted by the Board of Directors at a regular board meeting held on the 15<sup>th</sup> day of August, 2017.



President, Daun Cantrell

Attest:

  
Secretary-Treasurer, Elizabeth Metcalf