

Competitive Bidding and Contractor Review Support Committee Resolution Worksheet

Date: August 20, 2025

Suggested Motion:

“I move to approve the Competitive Bidding and Contractor Review Support Committee.”

2nd:

Summary: Attached is the draft terms of reference for the Competitive Bidding and Contractor Review Support Committee.

Vote:

	In Favor	Opposed	Abstained	Absent
Scott Buchanan				
Dave Bush				
Caitlin Counihan				
Lucille Eddy				
Elaine Lawler				
Jeff Lisanick				
Scott Mulrooney				
Mike Rothenberg				
Jim Wicker				

ADMINISTRATIVE RESOLUTION NO. __

COMPETITIVE BIDDING AND CONTRACTOR REVIEW SUPPORT COMMITTEE

TERMS OF REFERENCE

WHEREAS, Article III, Section 2 of the Parkfairfax Condominium Unit Owners Association Bylaws assigns the Board of Directors with "...all of the powers and duties necessary for the administration of the affairs of the Unit Owners Association..." and further states that the Board of Directors "...may do all such acts and things as are not by the Condominium Act, the Declaration or by these By-Laws required to be exercised and done by the Unit Owners Association."; **AND**

WHEREAS, the Board of Directors recognizes the need to support the Board and Management to provide and maintain the quality and delivery of goods and services at a competitive price and support the formulation, management, implementation of a competitive bidding process and review of continuing contract services be done in a concise and coordinated fashion; **AND**

WHEREAS, the Board of Directors feels it essential that oversight, coordination and support of a competitive bidding process, and regular review of contractors providing goods and services to the Parkfairfax Condominium Association, is critical to support the Board of Directors, General Manager and Association to assure integrity, quality, and fair cost of goods and services of current and future providers to the Parkfairfax Condominium Association; **AND**

WHEREAS, the Board of Directors recognizes the need to obtain recommendations concerning contractor selection, and review of contractor provided services;

NOW THEREFORE, BE IT RESOLVED THAT a Competitive Bidding and Contractor Review Support Committee be created as a standing committee with the following functions, organization and mode of operation;

A. RESPONSIBILITY

The primary responsibility of the Competitive Bidding and Contractor Review Support Committee is to advise and assist the Board of Directors and Management in the selection of contractors, vendors, and service providers through a competitive bidding process in which three or more bidders are considered to provide goods and services to the Parkfairfax Condominium Association. In fulfilling its responsibilities, the Committee, may, at the discretion of the Board, perform the following functions, among others:

1. Recommend rules, regulations and policy on the competitive bidding and contractor review process.
2. Propose methods for formulation of the selection of contractors and contracts and the review of continuing services.
3. Work in cooperation with the General Manager and oversee the competitive bidding and contractor review process and make recommendations to the Board of Directors.

B. MANNER OF ORGANIZATION

1. Membership: The committee shall be made up of two (2) or more Board members and two (2) or more non-board owners appointed by the Board of Directors. Additional committee members will be selected by the existing board-appointed members based on expertise and interest and can be either long-term or short-term in nature based on a specific competitive bidding or contractor review task.
2. Terms: Board-elected members shall serve two year terms provided the individual continues to be an elected member of the board. Non-board owners appointed by the Board of Directors shall serve a one year term.
3. Chair: The Chair shall be elected by the board-selected members of the committee and confirmed by the Board of Directors.
4. Recorder: The Chair will designate a Recorder from among the members of the committee.

C. MANNER OF OPERATION

The committee shall organize and operate as provided for under Administrative Resolution Number Six -- Organization and Operation of Standing Committee [Relating to Manner of Organization and Operation of Board Appointed Standing Committees] unless otherwise provided for in this resolution.