

# *Green County Historical Society*

## **Policy on Seeking Bids**

Adopted: February 2016

Revised May 4, 2017

The board shall obtain three bids for all work over \$1,000. Contracts will be awarded to the best bidder as determined by the board and not necessarily the lowest bidder. The three-bid requirement may be waived depending on circumstances, i.e., whether the work is an emergency, the association has a long-standing relationship with a particular vendor who is especially knowledgeable about the building/project, changing vendors would disrupt existing warranties, and/or other vendors are not be willing to bid on the project. All bids must be in writing and must contain itemized information on the service being performed and supplies used. The Board President or designee is responsible for seeking bids and reporting them back to the board for discussion/approval.