

Bel Air Heights Homes Association
Trash and Recycling Contract Procurement
Saturday August 29, 2015 Meeting

A. Existing Contract with Deffenbaugh

B. Contract Scope – Issues and Questions

- a. Number of HOA participants
- b. Length of Contract (3 yr. or 5 yr.)
- c. Data to Receive from Vendors
 - Unit Cost by Service for 3 yr. and 5 yr. Terms
 - Escalation Provisions
 - References
- d. Other Comments or Questions

C. Issuance of RFP

- a. Email to Four Vendors (Deffenbaugh, Republic, Superior, Town and Country)
- b. Due Date for Quotes (one week?)

D. Proposal Review Process

- a. Reviewers – This Committee
- b. Cost Quote escalated to full contract term
- c. Check References
- d. Interview Low Proposer?

E. Contract Form, Provisions and Term

- a. Vendor Standard Contract or Other Form
- b. Review of Terms, Payment & Billing Procedures, etc.

F. Schedule Milestones

- a. Finalize RFP
- b. Request Proposals from Vendors
- c. Receive Proposals
- d. Evaluate Proposals, Check References, etc.
- e. Interview/Discuss with Selected Proposer
- f. Finalize Contract
- g. Contract Award Recommendation HOA Board and Board Approval
- h. Notification & Transition Process (HOA Members, Unsuccessful vendors, Deffenbaugh)
- i. Transition info, billing info, dues, etc. regarding New Vendor to HOA Membership
- j. Begin New Contract

G. Next Steps / Assignments / Responsibilities