

ATTACHMENT A: Round Robin Bidding Process

The purpose of this process is, to the best of our ability, give an equitable share of available jobs to each contractor in the pool, while maintaining cost controls and efficient delivery of completed jobs. Isles' competitive procurement standards meet the requirements of 2 CFR 200. There are four (4) allowable methods of procurement, depending on the type of goods or services being procured and who is doing the procurement. These are: 1) competitive sealed bids, 2) competitive negotiation, 3) small purchases, and 4) non-competitive and sole source purchases.

Our Lead Hazard Control process falls under "competitive negotiation".

The Round Robin process shall be implemented as follows:

- In order to receive an invitation to participate in the Round Robin Process, contractors must be listed on the Agency's "Qualified Contractor's List", as determined by the RFQ process.
- The Lead Agency shall hold a lottery to determine the order that the eligible contractors will be invited to submit a bid on an individual property. (However, not all contractors are able to handle all job situations. If a contractor is deemed by the Lead Construction Manager, to not have the necessary capacity, workers or ability to handle a specific job, they will be chosen for the next available/suitable job.)
- The Lead Construction Manager will provide access to the unit to be abated/remediated with the eligible contractor chosen for that project. Contractor will develop a Scope of Work and itemized Cost Estimate to the Lead Construction Manager. Lead Construction Manager and Contractor will make revisions to the Scope of Work and itemized Cost Estimate, as necessary.
- Once accepted, contractor will be awarded the project for the amount of the final cost estimate provided to the Lead Construction Manager, unless an exception has been recommended and approved by the Program Director.
- Should the eligible contractor decline the project offered, the next Eligible Contractor on the Round Robin bidding lottery list will be provided an opportunity to accept the project.
- Once an eligible contractor is awarded a property, that firm will not be offered another unit until the remaining contractors are given an opportunity to participate. This will repeat until all contractors have been offered an opportunity to be awarded a contract. Once exhausted, a new lottery cycle will begin.