



Bustins Island Village Corporation
Established 1913

BOARD OF OVERSEERS

Policy Number: 110
Policy Name: Project Bids and Contractor Policy
Version: 1.0
Related Documents: Hold Harmless Agreement

Approved: March 15, 2014
Original/Prior:

Project Bids and Contractor Policy

The purpose of this policy is to provide regulations for the bidding of projects and hiring of Contractors by the BIVC on Bustins Island

Bids

1. Except in the event of an emergency or as otherwise approved in advance by the Board of Overseers, multiple bids are required for projects or expenditures exceeding \$2,000.00.
2. Except in the case of an emergency, unbudgeted projects or expenditures exceeding \$10,000.00 require approval in advance at an annual or special meeting of the BIVC
3. If an emergency exists justifying an exception from 1 or 2 above, it must be determined in advance by a majority of the Board of Overseers

Contractors

1. Hold Harmless and Insurance Coverage Agreement- Contractors wishing to bid on BIVC projects must meet the provisions of, and provide a signed copy of the BIVC Hold Harmless and Insurance Coverage Agreement available at <http://bivc.net/docs/Forms/Hold Harmless Agreement.pdf> .
2. Workman's compensation insurance – Contractors must follow state and federal law regarding the provision of Workmen' compensation insurance for any employees.
3. Vehicles and Large Equipment - Contractors wishing to bring motor vehicles or large equipment onto the island must seek permission from the Board of Overseers and abide by the BIVC Motor Vehicle/Large Equipment Policy.
4. Island Tractor – Contractors seeking to use the island tractor are to abide by the BIVC Tractor Policy.
5. W-9 Form – Contractors must submit a W-9 form prior to being paid by the BIVC.

BIVC policies and permit applications are available at the BIVC.net website.

Note: State employment law forbids BIVC employees to serve as BIVC contractors