



## **Faith Lutheran Vendor Bid Submittal Process**

Approved by Church Council July 2018

Faith Lutheran Church has adopted this process to help encourage vendor interest and clear understanding on how to best award contractual bids for service and/or product.

- All vendors/service providers are encouraged to submit written bids to the appropriate office staff personnel or ministry committee for review.
- Members of the Congregation can submit bids and be considered for hire.
- Any member submitting a bid for services/products should not participate in the decision to hire their company in order to remain objective.
- All vendors, including any member vendor, will be treated fairly and consistent. All vendors will be responsible for providing timely, responsive service.
- All vendors providing services will be responsible to obtain and maintain \$1,000,000 insurance including liability insurance and will be properly bonded.
- All vendor employees are employed by the vendor and will be properly insured for worker's compensation.
- Bids are reviewed based on pricing, service and references in order to ensure proper review.