Vendor Bid & Contract Comparison Checklist

Compare scope, risk, and follow-through - not just the bottom-line price.

The cheapest bid can become the most expensive contract when scope is vague, exclusions are buried, or nobody tracks completion. Use the same comparison process for every meaningful vendor decision.

BEFORE THE BOARD SELECTS A VENDOR

- ☐ **Scope is written and comparable.** Each bidder is pricing the same work, quantities, materials, locations, and expected result.
- ☐ **Exclusions are identified.** Know exactly what is not included before the board votes.
- ☐ **Licensing is verified where required.** Confirm the vendor is properly licensed for the work and jurisdiction.
- ☐ **Insurance is current.** Collect certificates and confirm required liability, workers compensation, auto, and other coverage with the association's broker/attorney as appropriate.
- ☐ **References match the project type.** Prior experience should be relevant to condo/HOA properties and the specific work.
- ☐ **Timeline is realistic.** Start date, duration, sequencing, weather delays, owner access, and completion date are clear.
- ☐ **Payment schedule protects the association.** Avoid excessive upfront payments; tie progress payments to defined milestones when possible.
- ☐ **Warranty is written.** Labor and material warranties, exclusions, start date, and claim process are understood.
- ☐ **Change-order process is defined.** No extra work proceeds without written pricing and required authorization.
- ☐ **Permit responsibility is clear.** Know who obtains permits, schedules inspections, and closes them out.
- ☐ **Cleanup and protection are included.** Common areas, landscaping, interiors, resident property, debris, and daily cleanup responsibilities are addressed.
- ☐ **Access plan is workable.** Keys, unit entry, parking, deliveries, shutoffs, noise, and resident notices are coordinated.
- ☐ **Contract termination rights are understood.** Review cancellation, default, cure periods, dispute provisions, and final payment requirements.
- ☐ **Board decision is documented.** Keep the bids, comparison, motion/approval, contract, COI, and final closeout documents together.

QUICK COMPARISON

Vendor	Price	Scope Match	Timeline	Risks / Notes

BOARD DECISION / CONDITIONS

Pioneer Realty Group • Chicagoland Condo & HOA Management