

**Brooks Development Authority (BDA)**  
**Procurement Procedures**  
**Vendor Rotation List (VRL)**  
**The Acquisition of Vendor Services for Projects Under \$10,000**

**The Purpose of a Vendor Rotation List**

A. The Vendor Rotation List (VRL) is designed to target small projects (e.g., Make-Ready, Small Renovations, Landscaping, etc.) that require a quick execution time and are estimated to be \$10,000 or less. BDA personnel may not divide a purchase into smaller components in order to utilize the VRL.

B. The VRL will target specific service trades. The VRL is open to vendors that are registered with the BDA and **currently** meet all BDA insurance requirements and acceptance of the BDA's Indemnification Policy. It is the responsibility of interested vendors to provide this documentation to the BDA.

C. VRL Selection Process:

The Contracting Manager will establish, monitor, and assure the process of all VRL is open and fair and upholds all the BDA's procurement policies:

1. The Contracting Manager will generate a VRL on the 1<sup>st</sup> day of the month and identify all qualified projects on campus.
2. All qualified Vendors will be selected based on their service trades (e.g., Painting, Flooring, Small Carpentry, etc.) and their names will be put on the VRL for that month.
3. A list will be compiled from vendors that **currently** meet all the BDA insurance requirements and acceptance of the BDA Indemnification Policy.
4. When a qualified project is identified, the VRL will be used for a Pre-Bid invitation and a walk through of the proposed project:
  - Vendor will receive notification by email of dates and times.
  - Response will be by seal bids.
    - i. No Exception to this policy.
  - Vendor will not accept verbal scope changes and or request for additional work.
5. The Contracts Manager will analyze all bids and award the contract to the lowest responsive bidder and/or the best value for the BDA. The Contracts Manager will notify BDA management staff overseeing the work as to who has been awarded the contract.

**"BDA reserves the right to reject any or all Proposals and reserves the right to issue a subsequent Invitation to Bid or cancel the entire Invitation to Bid process. BDA reserves the right to contact any Respondent for clarification after responses are opened and/or to further negotiate with any Respondent if such clarification is deemed desirable by BDA. BDA reserves the right to evaluate the responses submitted, to waive any informalities and irregularities therein, to select candidates for interview, or to reject any or all submittals should it be deemed in the BDA's best interest. BDA reserves the right to negotiate with any, all or none of the Respondents."**