



THREE-BID DOCUMENTATION TEMPLATE

A BID PROCESS YOUR BOARD CAN DEFEND | EFFECTIVE JANUARY 1, 2027

Minnesota's three-bid rule for association contracts at or above \$50,000 takes effect January 1, 2027. Use this list to run and document the process. Confirm thresholds, dates, and applicability with your association's attorney.

BEFORE THE BIDS

- ☐ **Write the scope first.**
Exactly what is to be done, the materials or performance specs, and the standards to meet. This single step turns three numbers into a real comparison.
- ☐ **Send the same scope to at least three bidders.**
Every bidder prices the identical scope, so the bids differ on price and approach, not on what each vendor assumed the job was.

THE BIDS

- ☐ **Require written, itemized bids against the scope.**
So the board can compare line by line.
- ☐ **Evaluate on more than the low number.**
Compare scope coverage, materials, warranty, and track record alongside price, and record why the winning bid was chosen.

THE RECORD

- ☐ **Keep the solicitation, the scope, every bid, and the selection reasoning.**
One folder per contract, findable by any future board. This satisfies the law's recordkeeping requirement and it protects the board if a decision is ever questioned.
- ☐ **Disclose any affiliations in the minutes before the vote.**
Any relationship between the management company or a board member and any bidder goes on the record. Transparency here protects the board and the membership.
- ☐ **Note any exception you relied on.**
Emergency work, warranty obligations, and single-vendor situations are the law's stated exceptions. Confirm the details with your attorney.

HAVE A PROJECT OR A BID COMING?

A first call takes about fifteen minutes and costs nothing, 612-440-8660. The full guide: trupointhoa.com/knowledge-center/sf-1750-three-bid-guide