



**MISSION VIEJO**  
HOMEOWNERS' ASSOCIATION, INC.  
AURORA, COLORADO



## **Request for Proposal**

All Requests for Proposals (RFP's) issued or associated with the affairs of the Mission Viejo Homeowners' Association (MVHA) must be approved by a vote of acceptance from the Executive Board of the Association. Once an RFP is issued, the MVHA Executive Board must also select and give final approval to the most appropriate candidate.

### 1. Scope

### 2. Statement Of Work

3. Timelines

Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Start Time \_\_\_\_\_ End Time \_\_\_\_\_

4. Deliverables and Documentation –

**Attach copies of proof of insurance and liability coverage**

Taxpayer ID \_\_\_\_\_

City/County or State License \_\_\_\_\_

Breakdown of Bid:

PERMITS	FEES	MATERIALS	LABOR

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5. Response Deadline

Vendor to MVHA \_\_\_\_\_

MVHA to Vendor \_\_\_\_\_

6. If selected, the chosen candidate must abide by the Mission Viejo Homeowners' Association Policy for Service Contracts and Bids of Work to the Association.