

# PUMC Trustee Vendor Selection Guidelines

Development of a comprehensive guideline for the selection of vendors for trustee projects must consider many factors including the length of the project, cost, timing, maintenance work or new installation or construction and whether the work can be done by volunteers. In general, the Trustees will seek to cultivate relationships with suppliers and vendors that provide excellent service at a reasonable price. However, the volume of work the church has for any one given discipline (e.g. electricians, plumbers, etc.) does not often provide an opportunity to spread the work among several vendors. Often, if the estimate provided by the existing vendor is within expectations, the Trustees may be willing to accept the risk of paying a slightly higher cost than using a vendor whose work product is unknown.

For the reasons cited above, for complex projects the Trustees will endeavor to obtain at least three estimates. For simple, low cost or emergency projects will not require three estimates.

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## Q & A:

### *Can the work be done by Volunteers?*

Churches the size of PUMC often have members with the necessary skills and may be employed in a necessary trade. Yes, but the trustees will also consider these factors:

- While utilizing volunteer resources often provides significant savings in labor costs, the scheduling of the volunteer's free time is difficult. Also, the scheduling of post-project maintenance or repairs may also be difficult.
- A volunteer may not use their employer's supplied tools or equipment without permission from their employer. A Trustee may never pressure a volunteer to use their company-supplied tools or equipment to do volunteer work.
- The Trustees should be exceptionally cautious when having volunteers do work being covered by insurance. At no time should the church be perceived to intentionally profit from an insurable event.
- The potential insurance liability must also be considered. A volunteer is NOT covered by their employer's insurance and the church necessarily assumes all liability. This will be weighed against a bonded and insured vendor.

### *Should Businesses owned by church members or relatives be given priority consideration?*

It may be advantageous for PUMC to support businesses owned by church members but:

- A member-owned business must be required to meet the same level of standards and quality as the non-member owned businesses. The trustee must also consider contractual issues and remediation may cause unrepairable damage between PUMC and the member.
- The Trustees will also be cautious when allowing a member-owned company to provide a service free-of-charge because again unforeseen issues may cause friction between the church and the member.

### *Does the church utilize Maintenance Contracts?*

In many instances, it is advantageous to have a Maintenance Contract with a specific vendor to provide services that may include:

- Scheduled inspections and preventative maintenance.
- Discounted hourly rate for repairs.
- Priority service in case of emergencies.

The Trustees should obtain multiple quotes before awarding a Maintenance Contract and should re-evaluate the contract and vendor every 3-5 years.

### *Is the use of General Contractors preferred over separate services?*

Many projects involve multiple skilled trades and therefore the coordination of multiple vendors. The Trustees will consider obtaining quotes from each vendor and scheduling each vendor's work. The trustees will also consider using a General Contractor that already has an existing relation with vendors in each trade and the ability to coordinate each vendor's schedule. Projects may be done quicker and with less cost when utilizing a General Contractor.

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For these reasons, the Trustees will develop a relationship with one or more General Contractors that can be used when warranted.