BID PROCESS AND PROCEDURE

Upon initial contact and/or discovery of a bid the Account Manager of the account will:

- Fill out the "Initial Bid Work Sheet".
- Send completed "Initial Bid Work Sheet" to (Sales Manager), and copy (General Manager) and Engineer.
- Download all pertinent documents, and deposit into a folder on the server under the Account Managers name, with the same name as the Project Name on the "Initial Bid Work Sheet".
- Coordinate and schedule a "kick-off" meeting with Sales Manager, with Account Manager and Engineer.

The "kick-off" meeting will be where it is determined if we are going to bid on the project. If the answer is yes:

- The Bid Coordinator will be the Account Manager.
- The Account Manager will be the Point of Contact (POC) with the client.
- The Account Manager will also be the gatekeeper for all documents; collecting, distributing in-house, and delivering to the client.
- This is the meeting where the timelines will be discussed, workloads will be looked at, team members will be assigned, and tasks will be delegated. i.e. Equipment Pricing (Account Manager), Labor Estimator (Service), Overall System Functionality (Engineering), etc.
- The Account Manager will also be the coordinator of all team meetings.
- The Account Manager will also, at the end of each meeting, summarize the details and status of each team members responsibilities, and send to the team using the Meeting Minutes form (the General Manager and Engineer shall also be copied on ALL correspondences).

Upon FINAL completion of the bid documents a FINAL bid review meeting must take place where all FINAL documents are distributed to the team, reviewed and agreed to be FINAL.

1750 Powder Springs Road * Suite 190 * PMB 138 * Marietta * Georgia * 30064
Phone: (770) 943-7923 * Web: www.avcs.us * E-mail: doug@avcs.us