

# Preferred Realty Professionals, Inc.

## Vendor Selection Process

1. Vendors are selected on the basis of:
  - A. Proof of Licensure
  - B. Copy of Insurance and Bond Certificates
  - C. Reference Checks
  - D. Availability
  - E. Response To Bid/Proposal Request
  
2. Once Vendor is approved, Vendor will be so notified by PRPI.
  
3. Vendor will be requested to submit Bid/Proposal to PRPI. Vendor shall submit Bid/Proposal via e-mail to [linda@prpi.net](mailto:linda@prpi.net) in detail following this format:
  - A. Address of work
  - B. Job description
  - C. Material specifications and costs
  - D. Labor rates
  - E. Total Bid/Proposal price
  - F. Completion Date
  - G. Warranty
  
4. PRPI will notify Vendor of approval, or rejection, of Bid/Proposal in writing.
  
5. Invoice PRPI via e-mail to [linda@prpi.net](mailto:linda@prpi.net) upon job completion. PRPI will inspect job and pay invoice upon satisfactory inspection.