



Services, Inc.

JUPITER

1930 Commerce Lane
Suite 1
Jupiter, FL 33458
(561) 575-3551
(561) 575-5423 FAX

STUART

735 Colorado Avenue
Suite #3
Stuart, FL 34996
(772) 288-7255
(772) 288-7203 FAX

NATIONAL

1-800-340-4546

As the economy tightens, we feel it is even more important to have pre-qualified "Preferred Vendors", because we will have pressure to reduce the cost of operating the Associations.

Bristol's Web Site is a valuable tool for our Association owners and realtors and has a tremendous amount of information. So far this year, we have had 170,000 hits for our 175 Associations, and approximately 30,000 owners.

Your company will be listed as a vendor who is licensed, and has performed satisfactory work for Bristol Management's Associations currently and in the past.

Many have elected to be linked to the Bristol Web Site, or have had Mary Woodard develop a web site for you. Mary Woodard is our in-house IT person, who also does Web Site development on the side. Contact Mary if you are interested in this service.

Insurance & License – Attached is the form we require you to complete and return. Please note that Bristol is looking to be named additional insured on all vendor liability insurance policies to be a Preferred Vendor. One of our goals is to standardize the bidding process with standardized RFP requests for proposals as part of this process. We hope to have input from our Preferred Vendors. Finally, our goal is to pay our vendors in a timely manner, and will briefly inform you of our billing procedure.

- 1. All invoices must have an invoice number and be dated.**
- 2. You must specify the name of the Association and a description of the work.**
- 3. Each Association must be invoiced separately.**
- 4. Timely submission of the invoice is necessary for prompt payment.**
- 5. Checks are cut twice a month, and they must be approved by the Manager and signed by the Board of Directors.**
- 6. Invoices may be faxed to (561) 575-5423, emailed or hand delivered.**
- 7. All vendor insurance must be current. Our accounting program will not print out the check without a current Insurance Certificate on file.**

Let's all work together during the upcoming year, as things appear to be getting tighter. Bristol does not provide ancillary services, i.e. landscaping, pool service, irrigation, etc., and ensures you, as the vendor, to not have to pay a middleman fee. We do believe in economy of scale and working together as a team.

We welcome you as part of the Bristol team.

Sincerely,

Maintaining Communities in "Bristol" Condition

www.bristolmanagement.com

Advertise Online Now!



Get your piece of the Internet Pie—offer your goods and services via targeted ads to homeowners in your area!



Complete the order form below to purchase Preferred Vendor advertising on www.bristolmanagement.com. This ad will then be available to over 30,000 owners via Bristol Management's web site. Add your text formatting, logo, image, and/or downloadable coupon for even more coverage!

Fax the attached form to (561) 575-5423, or mail it to
Bristol Management Services, 1930 Commerce Lane, Suite 1, Jupiter, FL 33458

Please enter your contact information and the text of your ad in the space provided below. Detail any special formatting that you wish to include. If you wish to use a logo, coupon, or other image in your online ad, please attach it to this form, or e-mail it to mary@bristolmanagement.com.

Because our ads are stored on web pages, you can add formatting, color graphics, even printable coupons to your ad. We can also include a link to your web site on our upcoming Hot Links page for a small fee.

1 Year Ad, Listing & Link = \$300.
 2 Year Ad, Listing & Link = \$500.

Listing & Link to Vendors web site = \$200.
 Listing Only = now provided at No Charge

Company Name

Contact Name

Address

Phone

E-Mail

List Of Services Provided

Ad Text

Bristol Management has the right to remove a vendor from our preferred list due to non-performance or cancellation of applicable insurance and/or licenses.

PREFERRED VENDOR INFORMATION & CHECKLIST

Are You Incorporated? Yes _____ No _____ Federal Tax ID # _____

Check List :

_____ **Certificate of Insurance**

_____ **Billing Procedures Sheet**

_____ **Copies of applicable licenses**

**Personnel authorized to sign in behalf of _____
with respect to all contracts.**

Printed Name and Title

Signature

_____	_____
_____	_____
_____	_____
_____	_____

References:

Associations/ or Property Manager

_____	_____
_____	_____
_____	_____
_____	_____

BRISTOL MANAGEMENT SERVICES, INC.

VENDOR APPROVAL PROCESS

The purpose is to protect the Association and Bristol Management by ensuring all contractors are qualified, licensed and have the proper insurance.

1. **Licenses:**

Local: _____ Yes _____ No
State: _____ Yes _____ No

2. **Insurance:**

Liability: _____ Yes

Bristol Management named as additional Insured: _____ Yes

Term Dates: _____

Workers Comp: _____ Yes

Term Dates: _____

Contractor will maintain a commercial liability insurance policy in the minimum amount of \$1,000,000, and such policy will be in effect as of the start date of the work and throughout the work, including any warranty period. **Bristol Management shall be included and named as additional insured under this policy.** Contractor's commercial general liability insurance policy shall apply as primary insurance with respect to any other insurance available to or maintained by the Association and Bristol Management. **Contractor agrees to provide Bristol Management with a copy of its Certificate of Insurance, and understands the Association may withhold payment if insurances lapse until new insurance is in place.**

_____ Required Insurance Certificate received.

3. **The contractor's name on the policy matches the name of the Contractor.**

_____ Yes