SHIFRIN LEGAL
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Vendor Proposal Comparison Checklist

Illinois community associations

A worksheet for comparing scope, costs, insurance, and contract protections.

How to use this resource

Replace all bracketed prompts, confirm dates and authority, and delete this instruction page before distributing the completed document. Leave any necessary explanatory terms in the final form.

- Compare equivalent scopes, not just totals. Ask vendors to identify exclusions, allowances and assumptions.
- Verify insurance, licensing where applicable, warranty, payment schedule and termination rights. Insurance certificates alone do not establish all required coverage.
- This worksheet is not a contract or protective rider. Use counsel review before executing significant agreements.

Important use notes

Educational sample only. Customize for your association and have counsel review applicable law and governing documents. Use does not create an attorney client relationship with Shifrin Legal, Inc.

Legal reference

Illinois Condominium Property Act, 765 ILCS 605, especially Sections 9, 18, 18.8 and 19. Noncondominium communities should separately review 765 ILCS 160 and their governing documents. Apply the version effective on the date of use; future-effective amendments are not treated as current requirements in these samples.

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Vendor Proposal Comparison Checklist

[ASSOCIATION NAME]

Vendor Proposal Review

Project: [NAME] Reviewer: [NAME] Date: [DATE]

Vendor and proposal version: [DETAILS]

Scope and quantities: [DETAILS]

Total price: [AMOUNT] Allowances and unit prices: [DETAILS]

Excluded work and owner responsibilities: [DETAILS]

Schedule and completion requirements: [DETAILS]

Permits and applicable licenses: [DETAILS / VERIFIED BY]

Insurance and additional insured requirements: [DETAILS / REVIEWER]

Warranty and correction obligations: [DETAILS]

Deposit, progress payments, retainage and lien waivers: [DETAILS]

Change order procedure and pricing: [DETAILS]

Termination, dispute provisions and indemnity: [DETAILS / COUNSEL REVIEW]

References and comparable work: [DETAILS]

Repeat this record for each vendor.

Recommendation and reasons: [DETAILS]

Funding and board authority: [DETAILS]

Outstanding conditions before signing: [DETAILS]