

Procurement Policy (\$1,000 or greater)

Expenditures of \$1,000 or greater require board approval with the following considerations:

- 1) When possible, two or more bids shall be obtained and evaluated.
- 2) Bids shall be evaluated based on pertinent factors such as: cost, history/ experience/ reputation of bidder including any board member/ association experience with said bidders, availability, insurance, etc.
- 3) Contract or purchase awards require an award justification letter (or e-mail) to be presented with the initial request for approval to the board.
- 4) Sole source contract or purchase awards require a sole source justification letter (or e-mail) to be presented with the initial request for approval to the board. Two or more bids may not be required in instances such as:
 - a) Multiple bidders are not available for work when required
 - b) Timeframe requirements do not allow for multiple bidders
 - c) Bidders do not respond to bid request
 - d) Multiple bidders with required expertise levels in specialty work cannot be located
- 5) On-going or annual work using previously used and approved (i.e. have been deemed to provide quality work for reasonable rates) contractors/services, is exempt from the above considerations upon approval by the board.

8.28.17