

Contracting For Goods and Services

The purpose of this policy is to secure the best and most cost effective goods and services for the Association. In achieving this policy the following guidelines should be utilized in contracting for goods and services.

All contracts will be specific in describing the goods and or services required. Attempts shall be made to solicit bids/proposals from a reasonable number of providers.

Contracts will be considered complete and approved for payment after the Committee Chair or Maintenance Manager has approved.

All contracts fall in one of the following categories:

\$ 5,000.00 and under

Contracts will be awarded at the committee level and presented to the Board President for signature.

\$ 5,000.00 and over

A contract will be recommended by committee to the Board of Directors for acceptance, and signature by the President of the Board, or a bid(s) will be recommended to the Board in order of priority, for choice and signature by the President of the Board.

Approved by Board of Directors February 20, 2012