**Whispering Meadows Board Policy No. 203-1121**

**Contracting For Goods and Services**

**Purpose:** To address the process to be used when contracting for products or services.

**Goal:** To ensure that all agreements/contracts are written to secure the best and most cost-effective goods and services, and also to provide adequate legal protection for the Association.

**Procedure:** The Committee Chair or Board Director determines the need for a specific product and/or service, and follows the guidelines below:

* Research and provide written specifications describing the goods and/or services.
* Include the estimated date of when goods and/or services must be delivered, taking into consideration expected working days, time of day, and number of work hours.
* Consider requesting and obtaining a resume and references from a prospective contractor, and perform a reference check.
* Consider asking for warranty information.
* Consider asking for/or listing any equipment needed to be provided by a contractor to perform a service.
* Consider any renewal options, time periods, termination clauses, insurance requirements, and specific licenses.
* Make sure it is documented, and that the contractor agrees, that payment will not be made until after services are provided.
* Solicit written bids/proposals from more than one provider.
* If product or service is under $5,000, the following process is required:

1. The appropriate Committee Chair presents recommended written bids/proposals to the Board Director over the specific Committee. (Note: For this dollar amount there may be times when there is only one bid received.)
2. The Board Director obtains signature on the agreement/contract from the Board President.
3. Depending on the service, the Board Director may need to obtain a copy of the Certificate of Insurance, along with a copy of the contractor’s City of Independence business license.

* If product or service is $5,000 or over, the following process is required:

1. The Association’s Service Agreement must be completed for the Awardee of the contract. The Service Agreement template is located on the WM website, under Forms. Download the template, and fill in the blanks, determining what is applicable for your specific document. Delete what is not applicable and/or add any additional information needed.
2. The following are examples of types of services that require the Service Agreement to be used:
3. Asphalt
4. Concrete
5. Landscaping and Mowing
6. Painting
7. Pool Maintenance
8. Roofing
9. Snow Removal and Ice Treatment
10. Sprinkler Maintenance
11. Tree Trimming

* The appropriate Board Director will present to the Board all bids/proposals received, as well as the completed Service Agreement for the recommended contractor.
* The Board will then vote on whether to award or not award to the recommended contractor.
* The appropriate Board Director will then obtain the signature of the contractor on the Association’s Service Agreement.

1

**Policy No. 203-1121 (Page 2 of 2)**

* The appropriate Board Director will then obtain the signature of the Board President on the Service Agreement and make **copies** for the Board President, Secretary, and the Board Director.
* The Board Director will obtain, from the successful contractor, a copy of their Certificate of Insurance, City of Independence business license, and any other specific licenses or certifications applicable to the specific service to be provided.
* The Board Director will send the successful contractor the **original** signed Service Agreement.
* If an emergency situation arises, the appropriate Board Director contacts a contractor and obtains the following information:

1. Make sure the contractor has a City of Independence business license.
2. Make sure the contractor has a Certificate of Insurance.
3. Obtain an estimated cost to perform the service required.

The following are examples of an emergency situation:

1. Storm Damage: fallen trees, roof damage to Clubhouse or shed, flood damage
2. Sprinkler System malfunction
3. Pool Pump malfunction

Approved by Board of Directors February 20, 2012

Revised and approved by Board of Directors August 19, 2019; January 20, 2020; and November 15, 2021